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KITABOO

User Manual

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1. DOCUMENT CONTROL

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2. INTRODUCTION

This user manual describes how to use the online web application called Kitaboo and desktop applications called USB Distributor and USB Reader.

Kitaboo is a cloud-based platform that streamlines multi-format, multi-platform DRM-enabled e-book production and enables custom publishing of e-books.

Using Kitaboo, publishers are able to store, manage and duplicate e-books. Other features include ability to:

- Select desired e-book player features and interface skins prior to book creation
- Custom publish specific parts of pages of an e-book on demand
- Embed and link multimedia assets including audio, video, animations and links using a simple WYSIWYG interface
- Batch import of Table of contents and Table of Resources

Kitaboo can have users with different roles/access permissions.

The USB Distributor allows transferring of the online USB projects onto USB drives while the USB Reader allows access to the e-books on the USB drives.

Technology used for Digital Library application

Front end (client side)	**Back end** (server side)	**Database**	**Application Server**	**Client Operating Systems**
Adobe Flex; Adobe AIR	JSF (Java Server Faces); Java/ J2EE	MySQL/ Oracle	Jboss/ IBM Websphere	Windows 7/ XP/ Vista/ 2007/ Mac 10.1 - 10.6/ Linux

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3. MINIMUM SOFTWARE REQUIREMENTS

Windows®

1. **Processor:** 450MHz Intel® Pentium® III (or compatible) processor
2. **Operating System Versions:** Microsoft® Windows 2000, Windows XP, Windows Vista,® or Windows Server® 2003–2008
3. **Memory (RAM):** 1 GB of RAM; 1 GB of VRAM
4. **Browers:** Internet Explorer 7 onwards, Firefox 3.0 onwards on Windows 7 and XP

Mac OS

1. **Processor** : 500MHz PowerPC® G3 or 1.33GHz Intel Core™ Duo processor
2. **Operating System Versions:** Mac OS X v10.4 or v10.5
3. **Memory (RAM):** 1 GB of RAM; 1 GB of VRAM
4. **Browsers:** Firefox 3.0+, Safari on Mac 10.x

Flash Plug-in

For online application: Flash Player 10+ plug-in installed.
For the desktop applications (USB Distributor and USB Reader Adobe: AIR 2.0 plug-in should be installed.

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4. USING KITABOO

Accessing the Application

- Launch the Kitaboo application. It will display the login page.
- On the login page, enter your registered '**Username'** and '**Password'** and click on the **'Login'** button.

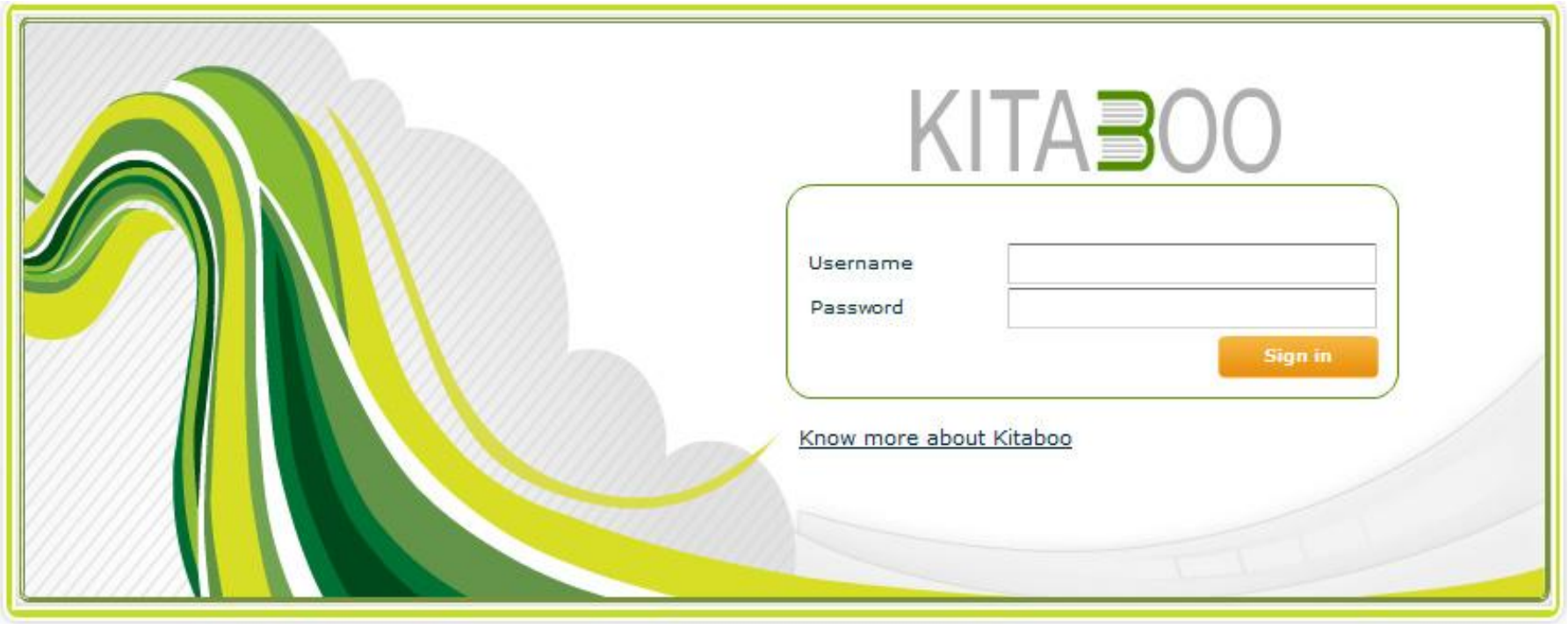


Figure 1 *– User Login*

- *Password is case sensitive.*
- *The 'Know more about Kitaboo' link will launch the Kitaboo Brochure in a separate HTML window.*

On successful login, you will view the Kitaboo Home page as shown in the screenshot below.

Recently Published e-books

By default, you will view the recently published e-books in a Carousel control.

You can browse through the recently published e-books using the Back and Next buttons under the book thumbnail.

You can stop the Carousel by clicking on the Pause button.

Direct Access to features

You can directly access the Create e-book feature or the Mark-Up feature from the Home page.

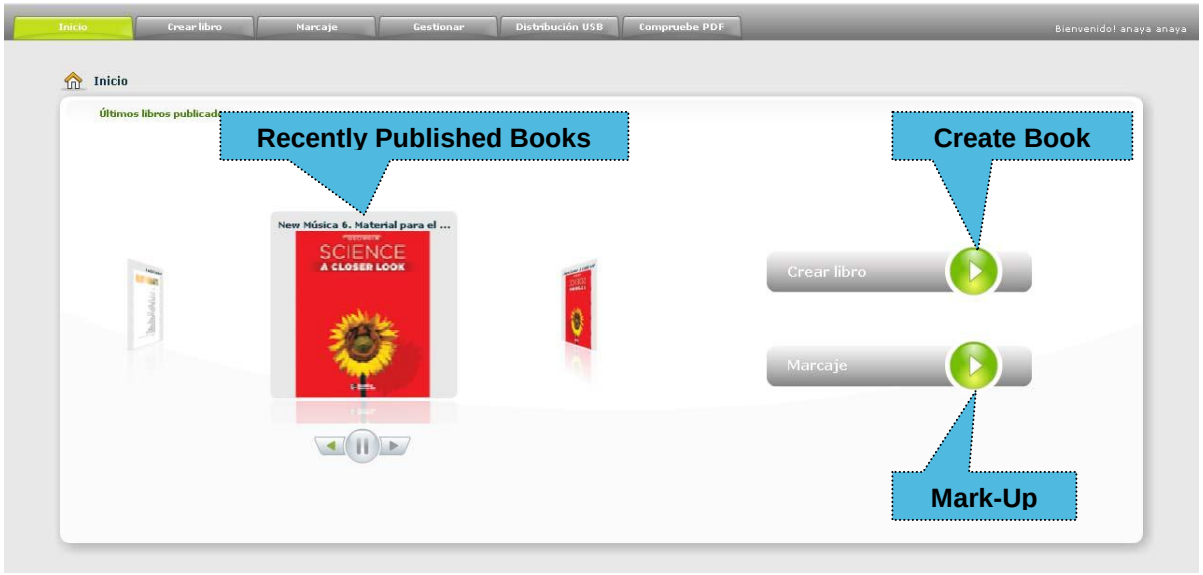
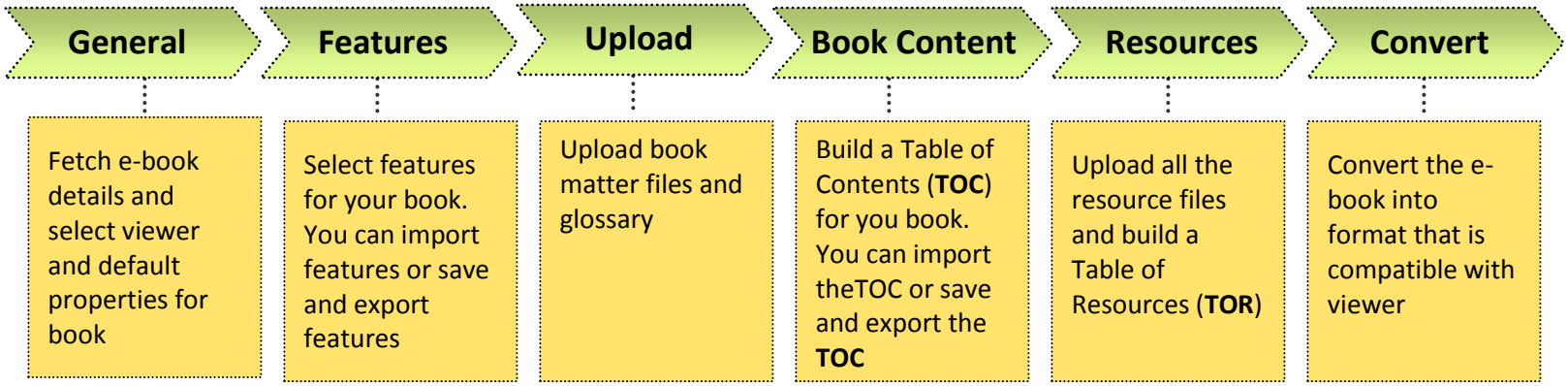


Figure 2 *– Kitaboo Home Page*

4.1 CREATE BOOK

To create an e-book you need to follow the following steps -


General
Features
Upload
Book Content
Resources
Convert
Fetch e-book details and select viewer and default properties for book
Select features for your book. You can import features or save and export features
Upload book matter files and glossary
Build a Table of Contents (TOC) for you book. You can import theTOC or save and export the TOC
Upload all the resource files and build a Table of Resources (TOR)
Convert the e-book into format that is compatible with viewer

- *The information for each step needs to be completed before proceeding to the next step. Once Next navigation button is clicked the button for the next step becomes activated. Only the Resources step is optional and can be skipped.*
- *If a step has been completed and user clicks the Next navigation button, the button for that step remains enabled on the left hand side.*

➲ Start creating an e-book, by clicking on the

tab on the Home page.

You will view the CREATE page as shown below. The

tab will be in selected state.

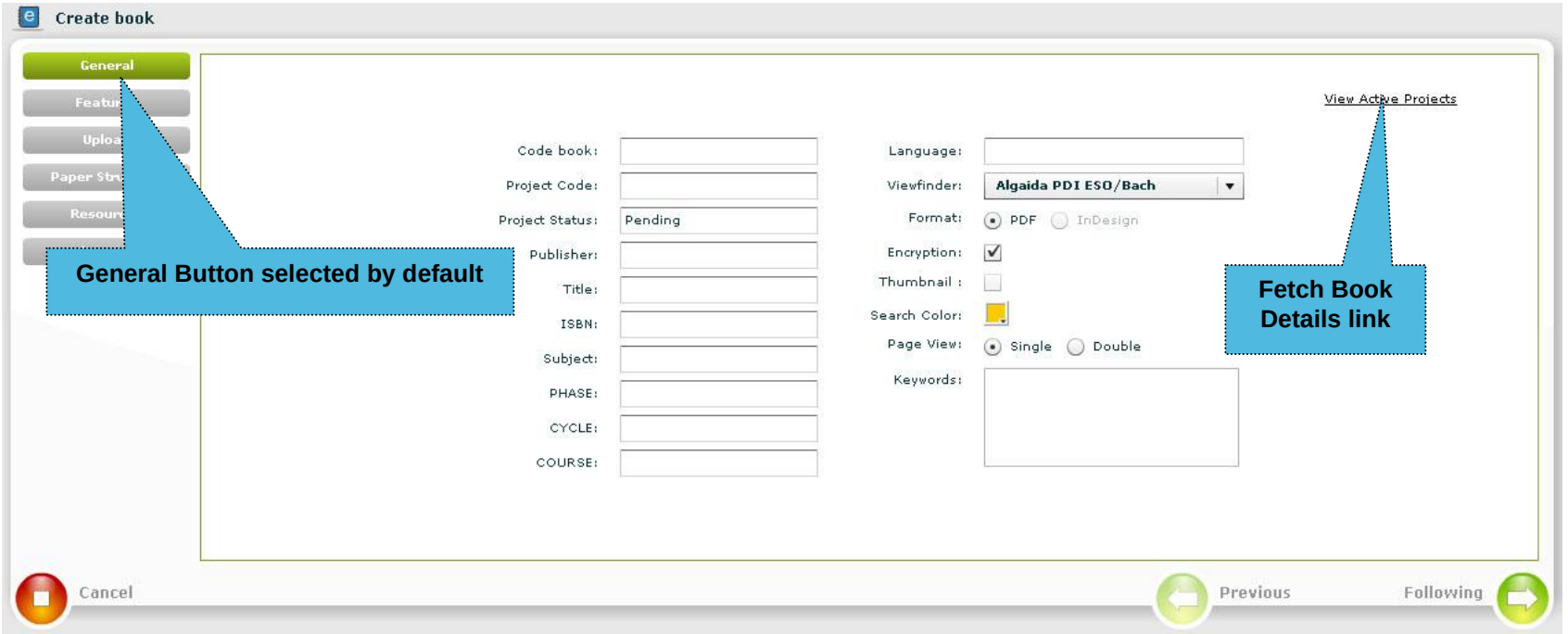


Figure 3 *– Create Page*

You may click on

tab to leave the Create page and return to the Home page.

The data for each page is saved when you click the **NEXT** navigation button.

The functionality of each step in the book creation process is detailed in the sections below.

If you leave the page before clicking NEXT button, the data for that page will be lost. There will however be a confirmation message when you try to navigate away from any page.

4.1.1 General

General

This is the first step in the book creation process. The project status of the book during this step will be '**PENDING**'.

Adding General Information for Book

- On the General page, first click on the **Fetch Book Details** link. A popup window will appear displaying the list of all e-books with the project status as '**PENDING'**. This step is mandatory.
- Double-click on an e-book in the list OR click on the e-book and then click on the Select button to select the e-book.

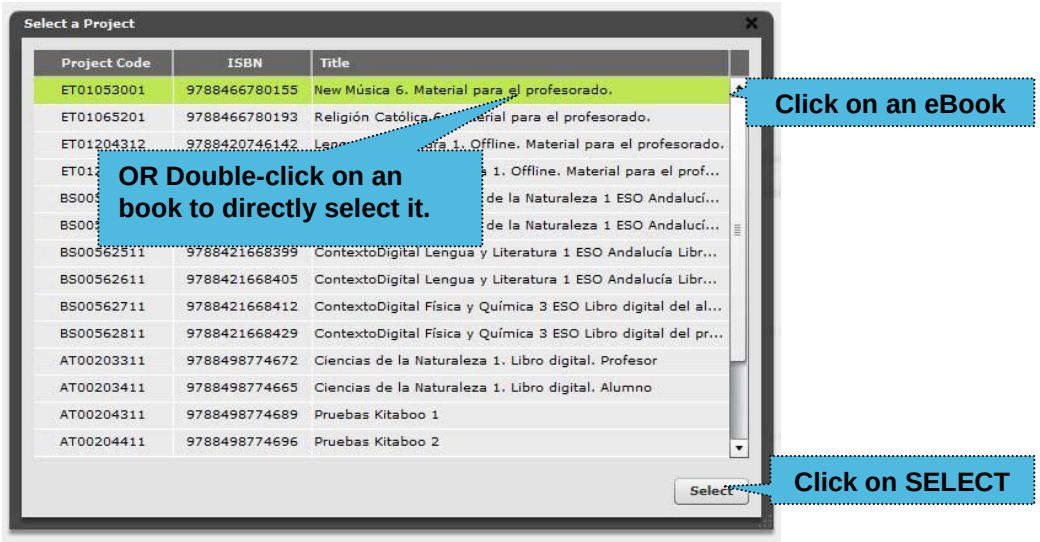
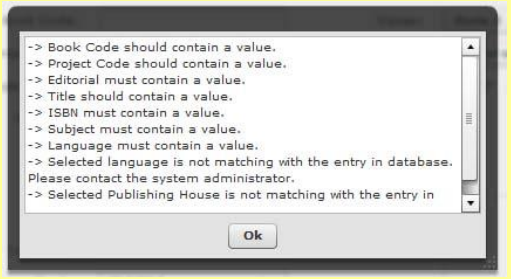

Select a Project
Project Code
ISBN
Title
ET01053001 9788466780155 New Música 6. Material para el profesorado.
ET01065201 9788466780193 Religión Católica. Material para el profesorado.
BS00562511 9788421668399 ContextoDigital Lengua y Literatura 1 ESO Andalucía Libr...
BS00562611 9788421668405 ContextoDigital Lengua y Literatura 1 ESO Andalucía Libr...
BS00562711 9788421668412 ContextoDigital Física y Química 3 ESO Libro digital del al...
BS00562811 9788421668429 ContextoDigital Física y Química 3 ESO Libro digital del pr...
AT00203311 9788498774672 Ciencias de la Naturaleza 1. Libro digital. Profesor
AT00203411 9788498774665 Ciencias de la Naturaleza 1. Libro digital. Alumno
AT00204311 9788498774689 Pruebas Kitaboo 1
AT00204411 9788498774696 Pruebas Kitaboo 2
Select
Click on an eBook
OR Double-click on an book to directly select it.
Click on SELECT

Figure 3 *– Fetch Book Details Pop-up*

On selecting an e-book, following information will be fetched from the server and populated in the fields on the General Page OR Alternatively they can be manually added –

1) Book Code
2) Project Code
3) Project Status
4) Publisher Name/Code
5) Title
6) ISBN
7) Subject
8) Grade
9) Language
10) e-book Viewer (First player in list selected by default) *
11) Logo image (can be uploaded)
12) Input format (PDF will be selected by default)
13) Encryption (check marked by default)
14) Search Color
15) Page View – Single/Double (default is Single page)
16) Page Fit – Fit to height/ Fit to width (default is Fit to width)
17) Thumbnail (will be checked by default)
18) Keywords (Metadata to be stored for book)

- *The fields whose information is fetched from server on the General Page are non-editable by default but can be made editable as per requirement.*
- *Each publication house will have its own set of viewers and Kitaboo application will filter the viewers based on the Login ID.*
- *If you click **NEXT** without fetching the book details, you will get an alert message.*


-> Book Code should contain a value.
-> Project Code should contain a value.
-> Editorial must contain a value.
-> Title should contain a value.
-> ISBN must contain a value.
-> Subject must contain a value.
-> Language must contain a value.
-> Selected language is not matching with the entry in database.
Please contact the system administrator.
-> Selected Publishing House is not matching with the entry in
Ok

- *If the thumbnail checkbox is check-marked Kitaboo will create thumbnails for the book. If it is unchecked, Kitaboo will not create the thumbnails and the thumbnails option will be removed from the FEATURES page.*

Proceeding to the next step

After fetching book details and populating other information -

➲ Click on NEXT navigation button to go to the '**Features'** step.

OR

Click on CANCEL button to cancel the book creation process and return to Home page.

4.1.2 Features

Features

This is the second step in the book creation process. The project status of book during this step will be '**ASSIGNED'**.

Selecting viewer features

This Features page displays all the features that are available for the e-book viewer for all shells.
The features are divided into **Standard Features** that are non-configurable and mandatory and **Custom Features** that are configurable (Refer Table below)

- From the set of features available, select the custom features in this section that you would like to include in the e-book viewer by 'check marking the boxes' against each feature.

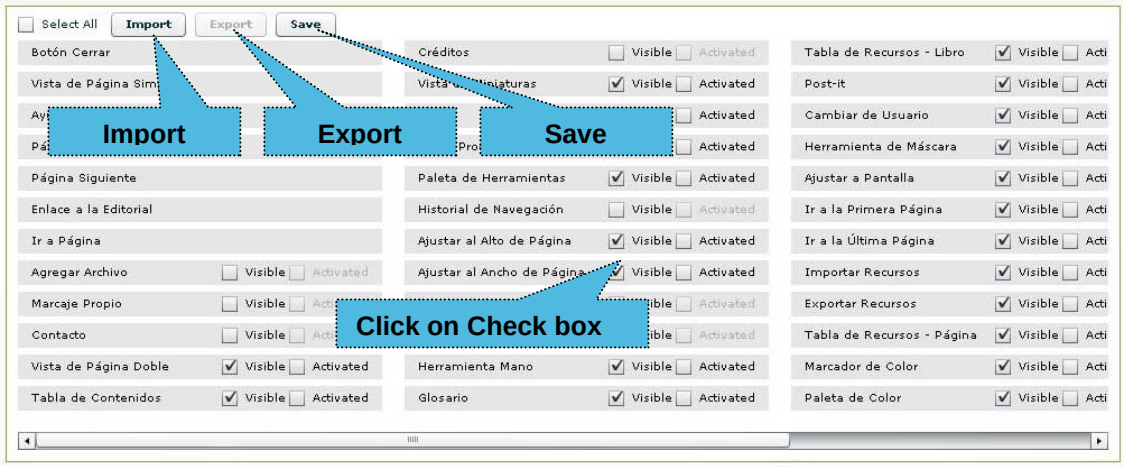


Figure 4 *– Features page*

- *For features that are configurable, there are two options – visible/not visible and enabled/disabled. If a feature is disabled then it is visible on the GUI but non- functional.*
- *If a feature is visible-false, it will not be appear on the GUI.*
- *The list of features shown in the table below is a consolidated list for all shells. Each different shell will have its own set of features from the standard and configurable features in the table.*

The complete list of features is listed in the table below -

#	Features	Type	Description
1	Single page view	Standard	One page of e-book displayed at a time
2	Double page view	Standard	Two pages of e-book displayed at a time
3	Thumbnail view	Custom	Thumbnails of all pages displayed at a time. Navigation to page possible
4	Next	Standard	Navigates to next page of the book
5	Back	Standard	Navigates to previous page of the book
6	Go to first page of book	Custom	Navigates to first page of the book.
7	Go to last page of book	Custom	Navigates to last page of the book
8	Total pages of book	Custom	A static label displaying total pages in a book
9	Jump to page	Custom	It will allow user to directly go to a page for quick navigation
10	Page History	Custom	To return to previously visited page after using 'Jump to page'
11	Index	Custom	It will allow user to directly go to a page for quick navigation
12	Library	Standard	To view all e-books available for viewer
13	Book resources	Custom	Lists all the resources related to book. Accessible from all pages
14	Page resources	Custom	Lists all the mark up resources of a book on single/ double page(s)
15	Switch to student book	Standard	Will switch to student activity book or other related book
16	Fit to page height	Standard	Page will adjust to fit to height of content area in viewer
17	Fit to page width	Standard	Page will adjust to fit to width of content area in viewer

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18	Fit to screen	Custom	Page will fill entire content area in viewer
19	Automatic Page Zoom in	Standard	Page will be zoomed in (by 25%)
20	Automatic Page Zoom out	Standard	Page will be zoomed out (by 25%)
21	Progressive Page Zoom in /out	Custom	Slider available for gradual zooming in and out
22	Enter % to Zoom	Custom	Text field is available for entering zoom percentage
23	Bookmark Tool	Custom	To bookmark a page for later retrieval
24	Glossary Tool	Custom	To view glossary terms of e-book
25	Help Tool	Custom	To open Help file for e-book
26	Language Tool	Custom	To switch to different language for e-book
27	Search Tool	Custom	Allows searching pages within e-book
28	Pan Tool	Custom	To pan across page when page is scrollable
29	Magnifier Tool	Custom	To magnify a specific area on screen
30	Floating Tool	Standard	Includes tools - highlight, pen, eraser, notes, attach and import and export resources
31	Minimize viewer	Custom	To minimize the e-book viewer
32	Close Viewer	Custom	To close the e-book viewer
33	Publishing house link	Custom	To launch publication house URL in separate window
34	Contact us/ Credits link	Custom	To display contact information and credits screen.
35	Corporate presentation link	Custom	To launch corporate presentation

Table 1 *– Features list*

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Save Features

The Save Features functionality allows intermediary saving of the data. Once the features are saved, you can export them.

- Select Features on page and then click on the **SAVE** button.

Import Features

This functionality allows you to import an existing list of features into your page thereby saving the effort of selecting the features. The features list will have to be in CSV format.

- Click on **IMPORT** button, browse and open the CSV file. The features from the CSV file will be selected on the page.

Export Features

This functionality allows you to export the list of features selected by you to a CSV file so that it can be imported while creating another book, however, in order to export you need to save the features first.

- Click on **EXPORT** button, browse and save the CSV file on your system. Kitaboo saves the exported Features CSV file with the prefix 'Navigation_XXXXXX'. Once the file is exported a confirmation message will be displayed.

Proceeding to the next step

After selecting required features -

- Click on NEXT navigation button to go to the '**Upload'** step.

OR

- Click on CANCEL button to cancel the book creation process and return to Home page.

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4.1.3 Upload

This is the third step in the book creation process. The project status of book during this step is **'ASSIGNED'**.

Adding Book Matter for Upload

By default there will be one field with a Browse button. You can either add the book matter files one by one or add multiple files at a time. The book matter files should be in PDF format.

I. Adding files one by one

- Click on button to open a file dialog box and browse and select the required book matter file.

- Click on the button to add another text field. Browse and select file as mentioned above.

- Repeat the above steps to add more files.

II. Adding multiple files at once

- Click on button to open a file dialog box and browse and select multiple book matter files. The fields for the multiple files will be created on the page.

III. Deleting files for upload

- To remove the added files, click on the button.

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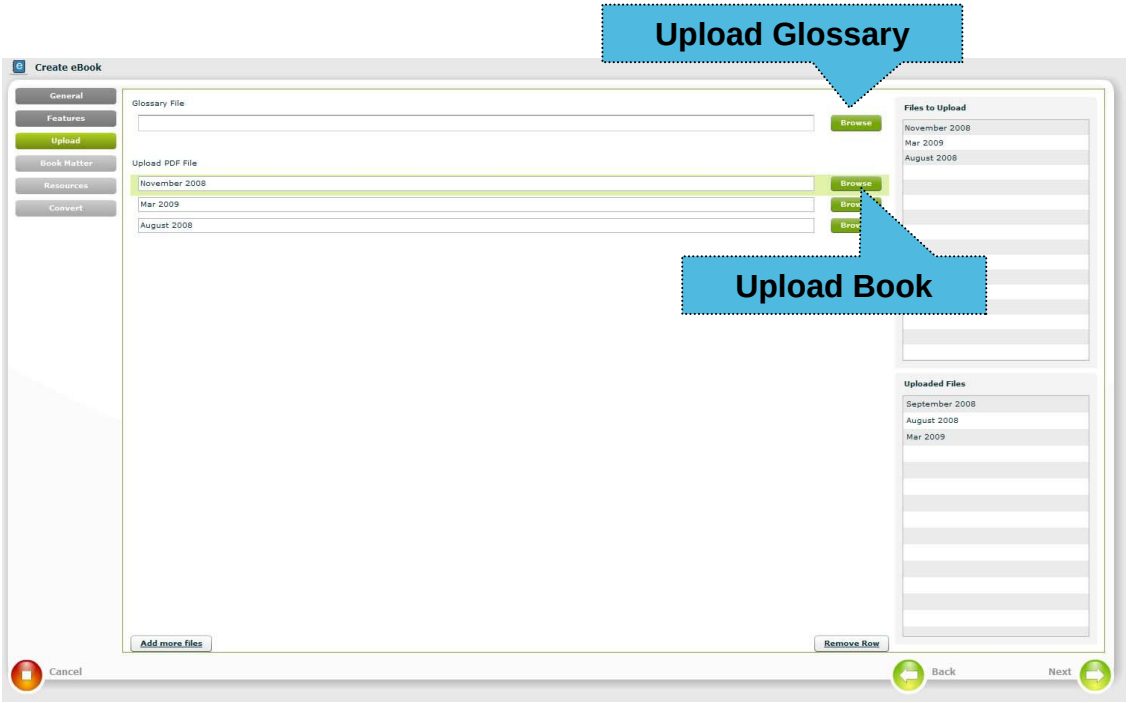
Adding Glossary (optional)

By default there will be one field with a Browse button. The glossary file should be in CSV format.

➲ Click on Browse button to open a file dialog box and browse and select the required glossary file.



*Recommended file size for uploading a single book PDF file is **40 MB**. Uploading files of greater size will depend on server load, network speed and system configuration.*

***Figure 5** – Upload page*

Proceeding to the next step

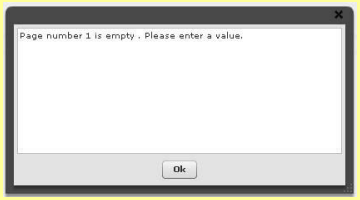
After uploading the files –

- Click on **NEXT** navigation button to go to the '**Book Content'** step.

OR

- Click on **CANCEL** button to cancel the book creation process and return to Home page.

- *If you click NEXT without uploading files, an alert pop-up will be displayed prompting to enter a value.*



- *The selected files will be uploaded when you click the NEXT navigation button and the page will be saved..*

4.1.4 Book Content

This is the fourth step in the book creation process. The project status of book during this step is **'ASSIGNED'**.

Table of Contents (TOC)

On this page, you will be able to create a Table of Contents for your book. You can also change the order of book matter. A preview of the build up of the Table of Contents can be viewed in a separate panel.

I. Building Table of Contents

- Enter a number (n) in the Element no. field and hit the ENTER key **OR** use the (increment) , (decrement) buttons to select a particular value. You will notice that 'n' (number entered by you) of fields will be created on the page each with a sub-field. By default, the first PDF will be selected.
- You can add two more levels of sub-fields to the first sub-field present under the main field by clicking on the (Add) icon next to it. To delete a sub-field or main field you can click the (Delete) icon next to it.
- After adding the fields as per your TOC structure, select a PDF for each field created. When any PDF is selected, the page number and folio number fields next to it will be auto-populated with the page range available in the selected PDF. You may change the page number/folio number by typing a new value. Since both the fields are linked, you will notice as you type into one field the value in the other changes correspondingly.
- Enter the title for each element in the Table of Contents.
- You can click on the (Up spin arrow) next to a field for moving the element upwards in the Table of Contents **OR** the (Down spin arrow) for moving the element downwards in the Table of Contents.

> ❖ *The first element and its sub-field are present by default and cannot be deleted.*
>
> ❖ *Deleting a main field will delete all sub-fields under it.*

No special characters except for hyphen (-) and comma (,) is valid for these fields.

***Figure 6** – Book Content page*

Field name	Validations	Correct Format	Incorrect format
Page Number	Only integer values allowed for a range of values separated by hyphen (-)	1-10	1a-10 or 1-10a
	First integer in the range should always be lesser than the second integer in the range.	1-10	10-1
	Only integer values allowed for individual values separated by commas.	1,2 ,3 ,4 ,5, 6, 7	1, 2, 3, 4a, 4b, 5
Folio Number	Only integer values allowed for a range of values separated by hyphen (-)	1-10	1a-10 or 1-10a
	First integer in the range should always be lesser than the second integer in the range.	1-10	10-1
	Integer and alphanumeric values allowed for individual values separated by commas.	1, 2, 3, 4a, 4b, 5 1, 2, i, ii, iii, iv, v	-

***Table 2** – Validation for Table of contents*

Save Table of contents

This functionality allows intermediary saving of the data. Once the Table of contents structure is saved, you can export it.

- Build Table of contents on page and then click on the **SAVE** button.

Import Table of contents

This functionality allows you to import an existing Table of contents structure into your page thereby saving the effort of building it. The Table of contents structure will have to be in CSV format.

- Click on **IMPORT** button, browse and open the CSV file. The Table of contents structure from the CSV file will be copied onto the page. You will however have to edit the values in the fields and re-select the PDF files.

Export Table of contents

This functionality allows you to export a Table of contents structure built by you to a CSV file so that it can be imported while creating another book; however, in order to export you need to save the Table of contents first.

- Click on **EXPORT** button, browse and save the CSV file on your system. Kitaboo saves the exported Table of contents CSV file with the prefix 'TOC_XXXXXX'. Once the file is exported a confirmation message will be displayed.

Proceeding to the next step

After creating a Table of Contents -

- Click on **NEXT** navigation button to go to the '**Resources'** step.

OR

Click on **CANCEL** button to cancel the process and return to Home page.

- *When Table of Contents is exported, only the structure information is exported not the actual physical files.*
- *If you click NEXT without building a valid Table of contents structure, an alert pop-up will be displayed with relevant message.*
- *The table of contents structure will be saved when you click the NEXT navigation button and the page will be saved.*

4.1.5 Table of Resources

Resources

This is the fifth step in the book creation process. The project status of book during this step is **'ASSIGNED'**.

Table of Resources

On this page, you will be able to create a Table of Resources for your book and upload resources to the book. These resources will be available for mark-up. A preview of the buildup of the Table of Resources can be viewed in a separate panel.

I. Building Table of Resources

- Enter a number (n) in the Element no. field and hit the ENTER key **OR** use the (increment) , (decrement) buttons to select a particular value. You will notice that 'n' (number entered by you) of fields will be created on the page.
- You can only add two levels of sub-fields under a main element field by clicking on the (Add) icon next to it. To delete a sub-field or main field you can click the (Delete) icon next to it.
- Enter the title for each element in the Table of Resources.
- The last level of sub-field will have a drop-down list listing all the types of resources that can be uploaded. Select a resource type first.
- After the resource type has been selected, you have to click on EXPLORE button to browse to a resource file on your system and select it. The resource name will appear in the text field next to the EXPLORE button. You may select different types of resources in the same manner. You will notice while browsing the Browse Dialog Box will filter the files as per the resource type selected. Refer table below to see all the resources types available for Kitaboo.
- You can click on the (Up spin arrow) next to a field for moving the element upwards in the Table of Resources **OR** the (Down spin arrow) for moving the element downwards in the Table of Resources.

Figure 7 *– Resources page*

Resource Type	Resource Format
Image	PNG, JPEG, JPG, GIF, SWF
Video	FLV, SWF
Audio	MP3
Flash	SWF, HTML
Web Address	URL
HTML bundle	ZIP
Documents	DOC, PDF, XLS, PPT, XDOC, XXLS, XPPT, TXT, RTF

Table 3 *– Resource types and formats available for Kitaboo*

- *The first element is present by default and cannot be deleted.*
- *Deleting a main field will delete all sub-fields under it.*
- *Recommended file size for uploading a single resource file is **25 MB**. Uploading files of greater size will depend on server load, network speed and system configuration.*

Save Table of resources

This functionality allows intermediary saving of the data. Once the Table of resources structure is saved, you can export it.

- Build Table of resources on page and then click on the **SAVE** button.

Import Table of resources

This functionality allows you to import an existing Table of resources structure into your page thereby saving the effort of building it. The Table of resources structure will have to be in CSV format.

- Click on **IMPORT** button, browse and open the CSV file. The Table of resources structure from the CSV file will be copied onto the page. You will however have to edit the values in the fields and re-select the PDF files.

Export Table of resources

This functionality allows you to export a Table of resources structure built by you to a CSV file so that it can be imported while creating another book; however, in order to export you need to save the Table of resources first.

- Click on **EXPORT** button, browse and save the CSV file on your system. Kitaboo saves the exported Table of resources CSV file with the prefix 'TOR_XXXXXX'. Once the file is exported a confirmation message will be displayed.

Proceeding to the next step

After creating a Table of Resources -

- Click on **NEXT** navigation button to go to the '**Convert** step.

OR

- Click on **CANCEL** button to cancel the creation process and return to Home page.

- *When Table of resources is exported, only the structure information is exported not the actual physical files.*
- *If you click NEXT without creating the table of resources, you will be able to proceed to the Convert page since this step is not mandatory.*
- *If table of resources is present, it will be saved when you click the NEXT navigation button.*

4.1.6 Convert

This is the sixth step in the book creation process. The project status of book during this step is **'CONVERSION'**.
On this page, you will see the General Information, Table of Contents and Table of Resources of the book displayed in Read-Only format.

***Figure 8** – Convert page*

Conversion of Book

During this step, all the input PDF files are converted into SWF format and the book is created in a format that can be viewed in the e-book viewer. As the conversion progresses you will be notified with a progress bar and status messages. If there is any error in conversion, a log file listing the errors will be created and displayed on this page as a link. To view the log file, simply click on the link.

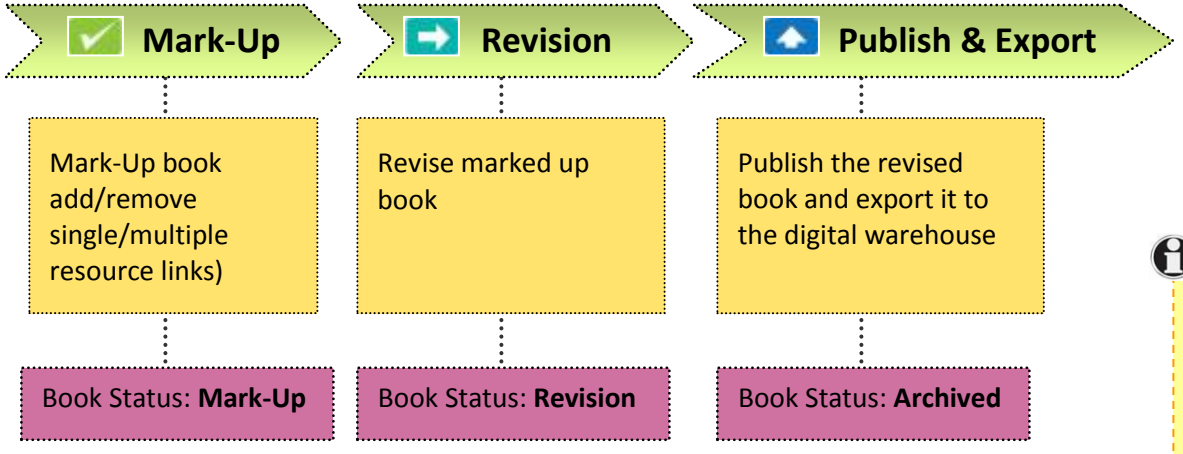
- To begin conversion, click the **NEXT** navigation button on this page. A confirmation pop-up will appear with the following message "This will start the conversion of the book which will take few minutes. Do you want to continue?" If user clicks on YES system will proceed to convert the book else if user clicks NO it system will close the confirmation popup and remain on the CONVERT page.

Proceeding to the next step

On successful conversion, a confirmation pop-up will appear which will display the book cover thumbnail and details of the book. Once you click on OK you will notice that the book will now be available in the Mark-Up library. You may now proceed to Mark-Up the book.

4.2 MARK-UP BOOK

In the Mark-Up process, you will have to go through the following steps:



- *By default, for a converted book, only the Copy Mark-Up, SE/TE Mapping and Mark-Up icons are enabled and Revise and Publish icons are disabled.*
- *Revise icon will be enabled when Mark-Up icon is clicked and Publish icon will be enabled when Revise icon will be clicked.*

While the above three steps are mandatory, the following processes are optional -

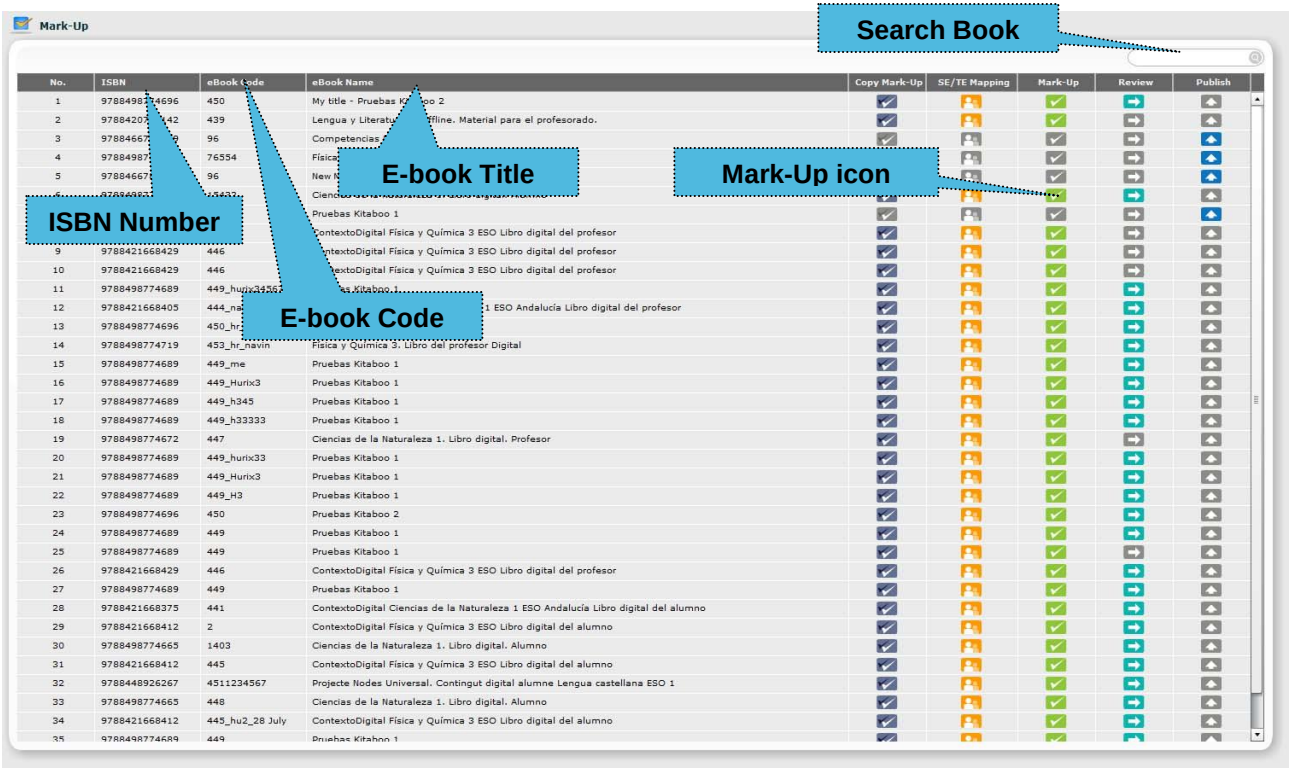
Copy Mark-Up (optional)

Using this feature, you will be able to copy the mark-up of one book to another.

SE/TE Mapping (optional)

Using this feature, you will be able to create a mapping file between student and teacher version of books.

3.1.1. Mark-Up Book



Live search functionality is available to search for your book in the Mark-Up library. As you type, the results will be displayed in the Mark-Up library.

Figure 9: *Mark-Up Library*

- Click on the Mark-Up icon next to a book. The book will be launched in the associated e- viewer in a new window. The viewer would be in author mode. When the mark-up icon is clicked, a pop-up appears to notify you that the project status has changed to '**MARK-UP**'.

- In the author mode (mark-up mode) you will only have the navigation buttons and mark-up tool available in the viewer. Here, the highlight tool will function as the mark-up tool and in this section will be referred to as 'Mark-Up' tool.

In the Mark-Up phase, you will be able to add resource links on pages of the book. You can add single/ multiple links on a page.

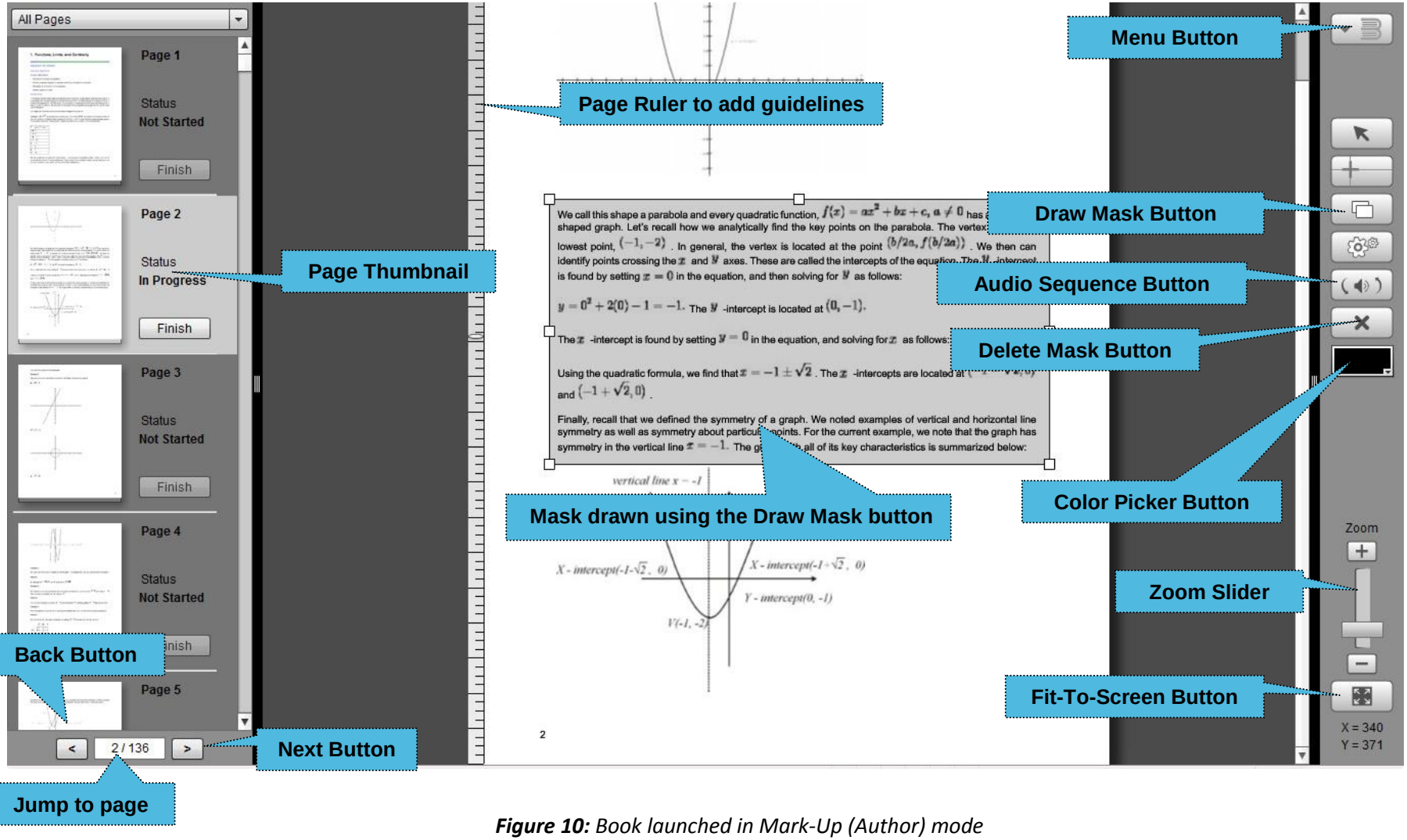


Figure 10: *Book launched in Mark-Up (Author) mode*

When you click once on the mask, it will activate the transform mode wherein you can change the dimensions of the mask by dragging the corners of the mask. The mask can also be repositioned by dragging it to another place.

Creating a mark-up on page

- Click on 'Draw Mask' button in the tools panel. The mark-up mode will be activated.
- Using the mark-up tool, select an area on the page where you want to mark-up by clicking the mouse at a point on the page and dragging it over the page and then releasing it. You will notice that a rectangular mask will be created.

Accessing Mask properties

- After marking an area, double-click on it to open the Mark-Up Mask properties pop-up.

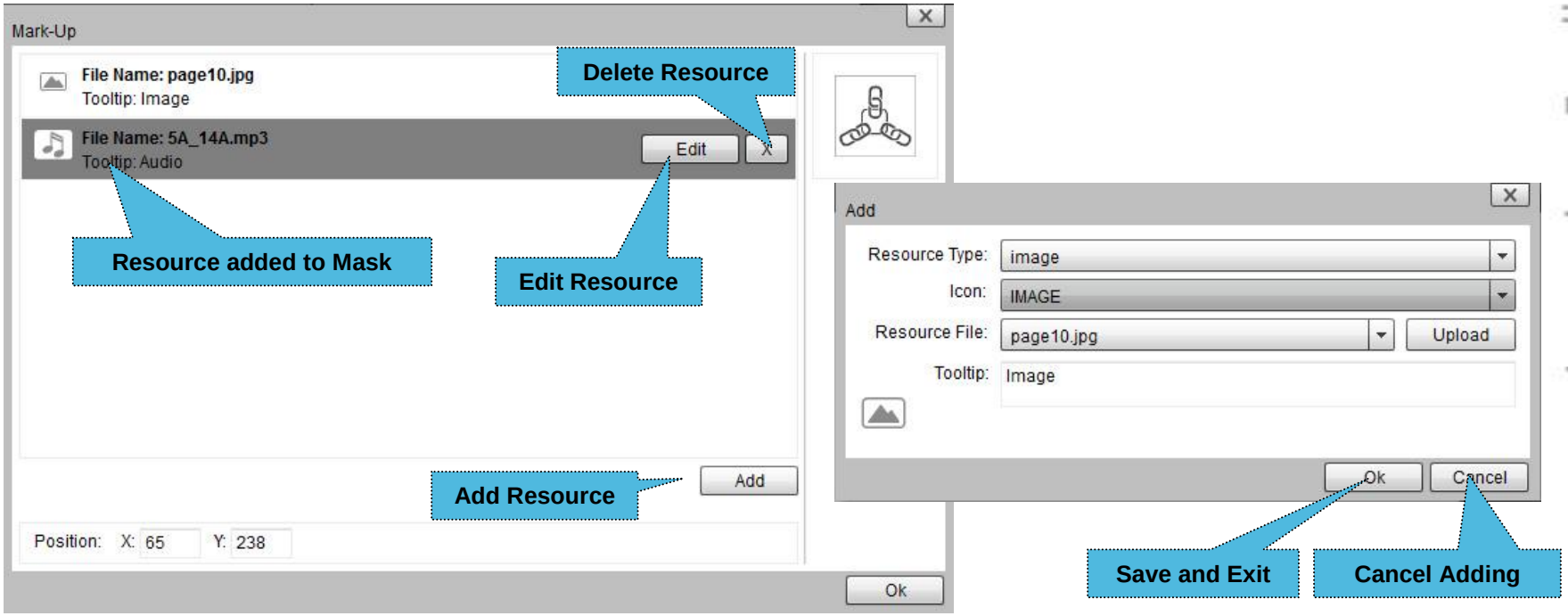


Figure 11: *Mask Properties and Add Resource pop-up*

Adding resources to Mark-up Mask

The resources will open in their respective players/viewers in the book view mode.

- Click on the ADD button in the Mask Properties window to open the ADD RESOURCE pop-up.
- In the ADD RESOURCE window, select '**Resource Type**' from the drop-down list. Available resource types are –
  - *Images, Video, Audio* – This can be used to link an image, video or audio to a page.
  - *Flash* – This can be used to display activities/ assessments on a page.
  - *Web addresses* – This can be used to add URLs to a page.
  - *Links to other pages* – This can be used to link one page of the book to another page of the book.
  - *HTML bundle* – This would be used to display an activity within an HTML wrapper (separate window).
  - *Documents* – This can be used to link a word file, an excel sheet, a power point presentation, PDF, Rich text file or text file on a page.
  - *Comments* – This can be used to display comments for an entire page or a particular section of the page.
- Based on the selection in 'Resource Type' drop-down, the 'Resource File' drop-down list will be populated with the resource files. Select a resource file from the list. You may also choose to upload a new resource file by clicking on the 'Upload' link. The path of the uploaded file or the selected file will be displayed below the 'Resource File' drop-down.
- After selecting the resource file, select an icon to associate with the resource file from the 'Icon' drop-down list.
- The tooltip for a resource is auto-populated but is editable. This text entered in tooltip field will appear when the resource link is hovered upon in the student/teacher mode.
- You may change the position of the mark-up by entering new values in the 'X' and 'Y' fields in the Mask properties window. (optional)
- You may change the color of the mask using the color palette in the tools panel.
- You may click on the 'Preview' link within the menu (top right corner in mark-up mode) to see a preview of the book (optional).
- After you have finished selecting the properties for adding the resource, click on the OK button. The properties will be saved for the mask and the resource filename and type will be displayed as a link in the mask properties window. If you hover over the link it will show the EDIT and DELETE buttons for the resource.
- You may delete the resource directly from the mask properties window by clicking on the DELETE button next to it.

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- You can delete the mask by clicking the DELETE button in the tools panel to the right.
- You can add an 'activity' on page using the ACTIVITY button. You can choose from the following templates – Single choice (Radio button), Multiple choice (Checkbox) and input text.
- You can click on the AUDIO SEQUENCE button to change the sequence of playing the audio if the audio synching is at paragraph level.
- You may edit the properties of the resource added by clicking on the EDIT button.
- You can zoom in and out of the page using the zoom slider provided in the tools panel to the right. You can click the FIT-TO-SCREEN button below it to resize the page to fit the screen area.
- To upload more than on resource at a time you can click on the 'Upload' link within the menu on the tools panel.
- The guidelines feature is available under the main menu and it enables you to add horizontal/vertical guidelines on the page. It has the following sub-menu options –

  1) Display Ruler – to show/hide ruler around page
  2) Draw Smartlines – to enable/disable smartlines on page
  3) Display Guidelines – to show/hide the guidelines on page
  4) Snap to Guidelines – to enable/disable this feature
  5) Clear all Guidelines – to remove all guidelines from the page

- Other options in the main menu are – Save (to save all mark-up information), Save and Exit and Exit (to exit from mark-up mode).

Navigating Book

- You can click on the page thumbnail to go to a page.
- You can click on the BACK and NEXT buttons on the left panel.
- You can jump to a page by entering a page number in the field and hitting the ENTER key.

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3.1.2. Revision

This is the phase when the book has been revised and the Mark-Up activity is considered as final and complete. The Revise icon for a book will be enabled when the Mark-up icon is clicked at least once.

- Click on the Revise icon next to an e-book in the Mark-Up library. When the revise icon is clicked, a pop-up appears to notify you that the project status has changed to '**REVISION'**. The copy-mark-up, SE-TE Mapping icon and mark-up icons for the book become disabled and the revise icon changes into a Revised icon.

- Click on Revised icon to change the project status back to '**MARK-UP'.** A pop-up will notify the change. The copy-mark-up, SE-TE Mapping icon and mark-up icons for the book become enabled and the Revised icon wil change back to Revise icon.

No.	ISBN	eBook Code	eBook Name	Copy Mark-	SE/TE Mappin	Mark-Up	Review	Publish
1	9788421668375	69170558	ContextoDigital Ciencias de la Naturaleza 1 ESO Andalucía Libro digital del alumno					
2	9788466780193	36648198	Religión Católica 6. Material para el profesorado.					
3	9788466780155	82482363	New Música 6. Material para el profesorado.					

Figure 12: *Revision*

*The project status **MARK-UP** & **REVISION** can be toggled,*

3.1.3. Publish & Export

This is the final step in the book creation process. The Publish icon is enabled when the Revise icon for the same has been clicked indicating that the mark-up and revision stages have been completed for that book.

- Click on the Publish icon next to a book. The book will be published and then exported to a Digital Library or any FTP location specified. You will get a confirmation message stating that the project status of the book has been changed to '**ARCHIVED**'. The book will now be moved to the Manage library, it will no longer be available in the Mark-up library. Once a book is published and exported, Kitaboo will pass the size of the electronic book to the ERP. The servers where the book needs to be copied will be read from an XML file.

Figure 13: *Publish & Export*

3.1.4. Copy Mark-Up

This feature enables you to copy mark-up of another book into your book thereby saving your effort of creating mark-up for each page. This is particularly useful while creating language conversion of a book wherein the mark-up might be common.

The mark-up will be copied using one to one mapping of pages i.e. mark-up of page 1 of source book will be copied to page 1 of your book and so on and so forth. Sometimes the pages of the book you are copying mark-up from might differ. To understand what happens in such cases, refer the following cases -

Case 1: The book you are copying mark-up from is of 200 pages and your book is of 100 pages
Case 2: Your book is of 200 pages and the book you are copying mark-up is of 100 pages

In either of the above cases, mark-up will be copied only for the first 100 pages of your book.
The Copy mark-up icon will be enabled by default for any book. It will be disabled only when project status changes to '**REVISION**'.

- Click on the Copy mark-up icon next to a book in the Mark-up library. The Copy Marking pop-up will open.

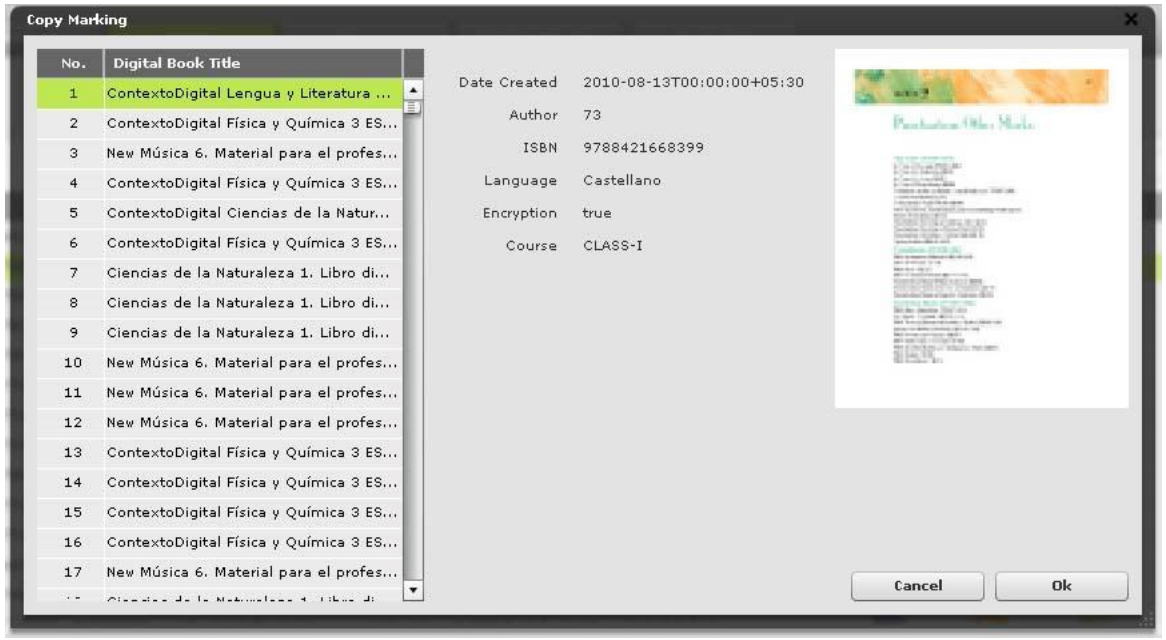
Copy Marking
No.
Digital Book Title
1 ContextoDigital Lengua y Literatura ...
2 ContextoDigital Física y Química 3 ES...
3 New Música 6. Material para el profes...
4 ContextoDigital Física y Química 3 ES...
5 ContextoDigital Ciencias de la Natur...
6 ContextoDigital Física y Química 3 ES...
7 Ciencias de la Naturaleza 1. Libro di...
8 Ciencias de la Naturaleza 1. Libro di...
9 Ciencias de la Naturaleza 1. Libro di...
10 New Música 6. Material para el profes...
11 New Música 6. Material para el profes...
12 New Música 6. Material para el profes...
13 ContextoDigital Física y Química 3 ES...
14 ContextoDigital Física y Química 3 ES...
15 ContextoDigital Física y Química 3 ES...
16 ContextoDigital Física y Química 3 ES...
17 New Música 6. Material para el profes...
Date Created 2010-08-13T00:00:00+05:30
Author 73
ISBN 9788421668399
Language Castellano
Encryption true
Course CLASS-I
Cancel
Ok

Figure 14: *Copy Mark-Up*

- Select a book from the list in the left panel and view the book information. After selecting a book click on the OK button in the pop-up. A notification message will be displayed stating that the mark-up has been successfully copied.

To prevent duplicating mark-up in a given book, when you click on ***Copy Markup*** *icon, you will get a warning message "This will copy markup of another book to this book. Make sure that the book do not have existing markup"*

3.1.5. SE/TE Mapping

In this section you will be able to create a mapping document that would map the student edition of a book with its teacher edition.

The SE/TE Mapping icon will be enabled by default for any book. It will be disabled only when project status changes to '**REVISION**'.

- Click on the SE/TE Mapping icon next to a book. It will open an 'Open Dialog Box' and prompt you to upload the mapping document as a CSV file.

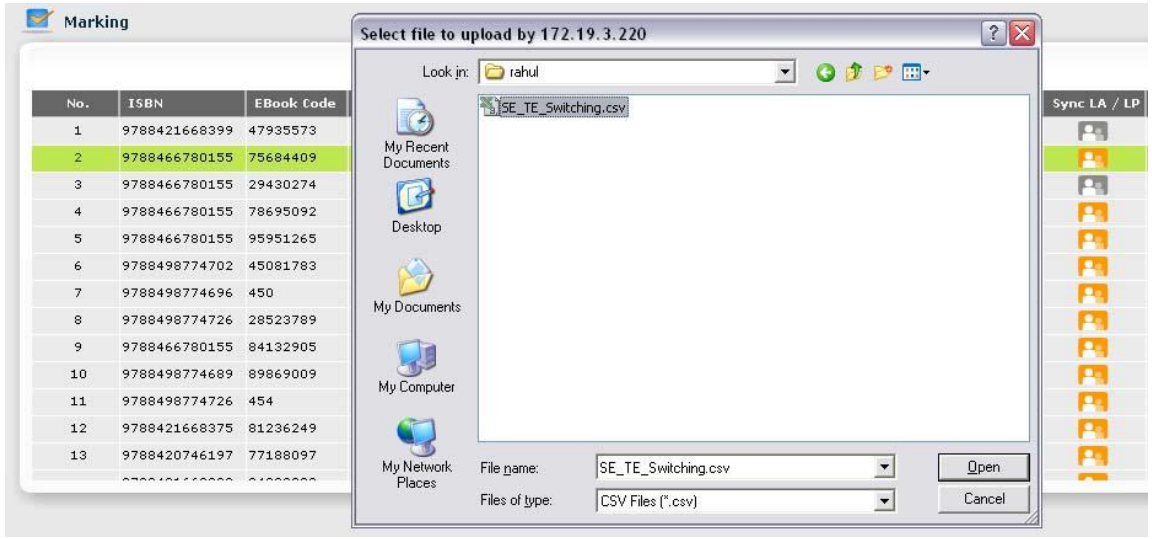

Figure 15: *SE-TE Mapping*

The mapping document is a CSV file that maps the folio number and page URL of the student edition of the book with the folio number and page URL of the teacher edition of the book.

4.3 MANAGE BOOKS

The manage library list all the published and unpublished books.

The following features are available in the Manage Library.

The availability of these features for a book however depends on the project status of the book. Check the table below to see what features are available for book at each stage.

Project Status	Features Available for Book
ASSIGNED	
CONVERTED	
MARK-UP	
REVISION	
ARCHIVED	

Table 4 *– Features available for books in Manage Library*

The grey icons in the table indicate functionalities that are not available for the particular project status.

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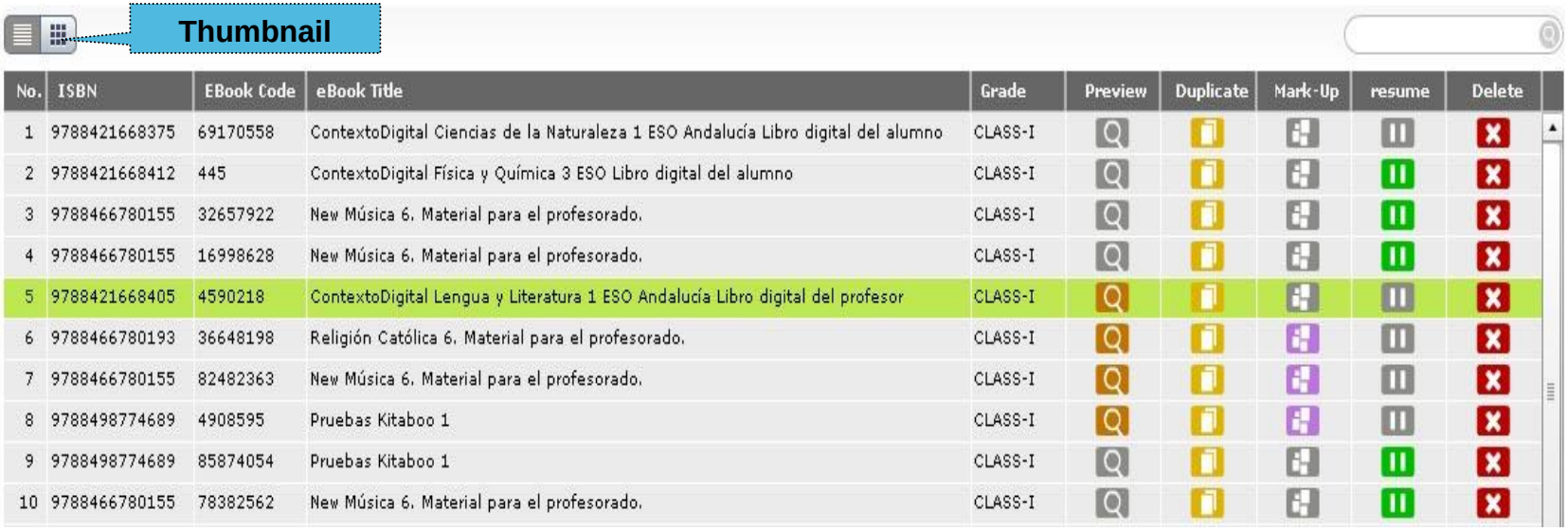
The books are displayed in list view by default. You can change the display to thumbnail view by clicking on the thumbnail icon.



No.	ISBN	EBook Code	eBook Title	Grade	Preview	Duplicate	Mark-Up	resume	Delete
1	9788421668375	69170558	ContextoDigital Ciencias de la Naturaleza 1 ESO Andalucía Libro digital del alumno	CLASS-I					
2	9788421668412	445	ContextoDigital Física y Química 3 ESO Libro digital del alumno	CLASS-I					
3	9788466780155	32657922	New Música 6. Material para el profesorado.	CLASS-I					
4	9788466780155	16998628	New Música 6. Material para el profesorado.	CLASS-I					
5	9788421668405	4590218	ContextoDigital Lengua y Literatura 1 ESO Andalucía Libro digital del profesor	CLASS-I					
6	9788466780193	36648198	Religión Católica 6. Material para el profesorado.	CLASS-I					
7	9788466780155	82482363	New Música 6. Material para el profesorado.	CLASS-I					
8	9788498774689	4908595	Pruebas Kitaboo 1	CLASS-I					
9	9788498774689	85874054	Pruebas Kitaboo 1	CLASS-I					
10	9788466780155	78382562	New Música 6. Material para el profesorado.	CLASS-I					

Figure 16: *Manage Library*

3.3.1. Preview Book

The preview feature is available only for marked-up, revised and published books.

- Click on the Preview icon next to a book. The book will be launched in the associated viewer in a new window.

3.3.2. Duplicate Book

The duplicate feature is available at all stages during e-book creation (Conversion, Markup and Publish). The duplicated e-book will always be considered to be in the Create stage and therefore will have to undergo the process of conversion, markup and publishing.

Using the Duplicate feature, the user will be able to create a copy of an existing e-book but choose which components of the e-book to retain. This will enable the user to create templates for similar books, thus reducing effort for creating a new e-book each time.

The duplicate feature can also be used to update an existing e-book which has already been published. In this case, the user will duplicate a published e-book from the Manage Library and exclude the components that do not need updating such that the same can be updated during the creation process of the duplicated e-book.

- Click on the Duplicate icon next to a book.
- A pop-up will appear with the following options –

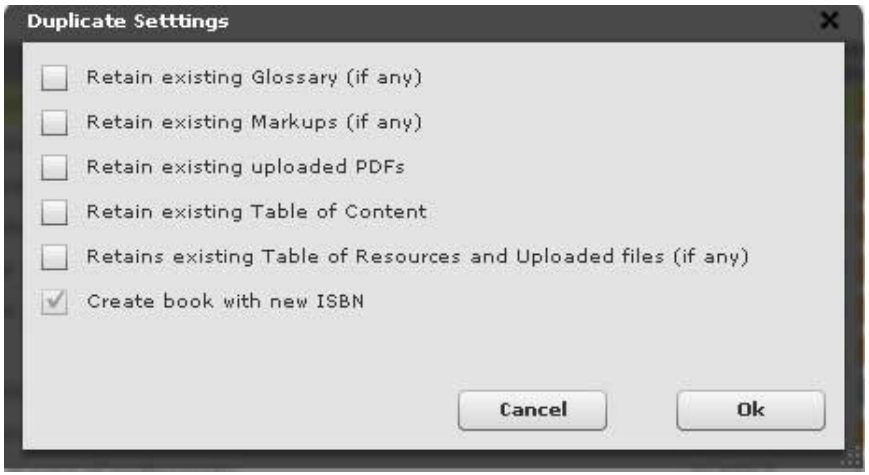

Duplicate Setttings
Retain existing Glossary (if any)
Retain existing Markups (if any)
Retain existing uploaded PDFs
Retain existing Table of Content
Retains existing Table of Resources and Uploaded files (if any)
Create book with new ISBN
Cancel
Ok

Figure 17: *Duplicate Pop-up*

- *To prevent a user of having more than one active (unpublished) book with the same ISBN, each time a book is duplicated; system will check if there is active book with same ISBN already existing in the Library. If another book already exists, a pop-up will appear with* ***CONTINUE*** *&* ***CANCEL*** *buttons and the following message -*
  "You already have a working book available for this ISBN number. You can only duplicate this book with the new ISBN or delete the existing open book [Display Book Code] to duplicate the book with the same ISBN."

  If you click ***CANCEL****, the pop-up will close and you have to manually locate and delete the book from the library before duplicating it.*

  If you click ***CONTINUE,*** *you will view the duplicate pop-up which will have the last option checked and disabled and you can then proceed with duplicating the book.*

Business Rules:

i. Not check marking a check box against an option in the above pop-up will remove that particular component from the duplicated e-book, for example, if one does not select the second option the duplicated book will have all other components except for mark-up.

ii. The last option '**Create book with new ISBN**' will be unchecked and enabled by default for published books only. For unpublished books, the last option '**Create book with new ISBN**' will be checked and disabled by default.

iii. There will be an 'OK' button within the popup to start the duplication process. There will also be a 'Cancel' button to abort the Duplicate process.

- Select one or more of the above options and click on the **OK** button. The selected e-book will be duplicated as per the selections made by you and you will be auto-directed to the Create e-book – General Information page from where you will begin building the rest of the book.

Business Rules:

i. If you try to navigate away from the General Information page at this stage without clicking on 'Fetch book details', you will get the following confirmation message *"You have not completed all the details of this e-book. If you want to delete this book click on **YES** else click **NO** to proceed with the creation book."* If user clicks **YES,** book will be deleted, if user clicks **NO**, the user is retained on the General Information page.

ii. In case of duplicate book with same ISBN when user fetches the book details, only the book code and book title will be fetched from the ERP.

iii. In case of duplicate book with new ISBN, the fetch details pop-up will be already open on the General Information page.

- Proceed with the book creation process. The duplicate book will then be converted, marked-up, revised and published the same way as a new book. Complete the book creation process by providing the required information on each page.

While navigating the Create/Mark-up sections for a duplicated book, you will notice that the pages corresponding to the components of the book that were retained will already have information populated in them. For example, if features were retained, then the features page of the duplicated will already have the features selected.

3.3.3. Resume Create Book

The Resume create book feature is available only for books that have project status as **ASSIGNED** or **CONVERTED.** This feature is used to allow you to resume creation of book if you had left it incomplete and navigated to some other page OR you quit application and logged into another session.

- Click on the Resume Create Book icon next to a book. You will be auto-directed to the Create Book section. You will be auto-directed to the 'General Details' page of the 'Create e-book' section. You can then continue with creation or editing of the e-book.

3.3.4. Resume Mark-Up Book

The Resume mark-up feature is available only for marked-up and revised books. This feature is used to allow you to resume mark-up activity if you had left it incomplete and navigated to some other page OR you quit application and logged into another session.

- Click on the Resume Mark-up Book icon next to a book. You will be auto-directed to the Mark-Up section. You can then continue with adding Mark-up or Revision activity for book.

3.3.5. Delete Book

The Delete Book feature is available for books at any stage. If you delete a book it will be deleted from the Kitaboo application and removed from the Manage Library.

- Click on the Delete Book icon next to a book. You will get a confirmation pop-up asking you to confirm the delete action. If you click on the YES button, the book will be deleted and there will be a notification message that the book has been successfully deleted. If you click on NO the confirmation pop-up will close and the book will not be deleted.

3.3.6. Transfer Book

The transfer Book feature is available for books at any stage. If you transfer a book it will be moved from your Manage Library into the target user's library.

5. USB DISTRIBUTION

The USB Distribution module is made of the following components –

USB PROJECTS	USB DISTRIBUTOR	USB READER
Module in the online Kitaboo application where projects are created	Desktop application that is used to transfer the projects on to USB drives and/or protected them	Desktop application that is used to read the projects on the USB drives to launch the books within the projects.

- To begin, Click on '**USB Distribution**' tab. You will be auto-directed to the USB Distribution home page. On the home page you will notice that there is a **CREATE PROJECT** icon, a **USB HISTORY** icon and a panel displaying all the USB projects already existing in the module with another panel beside it displaying the project information for a selected project. By default, the first project in the list will be selected.

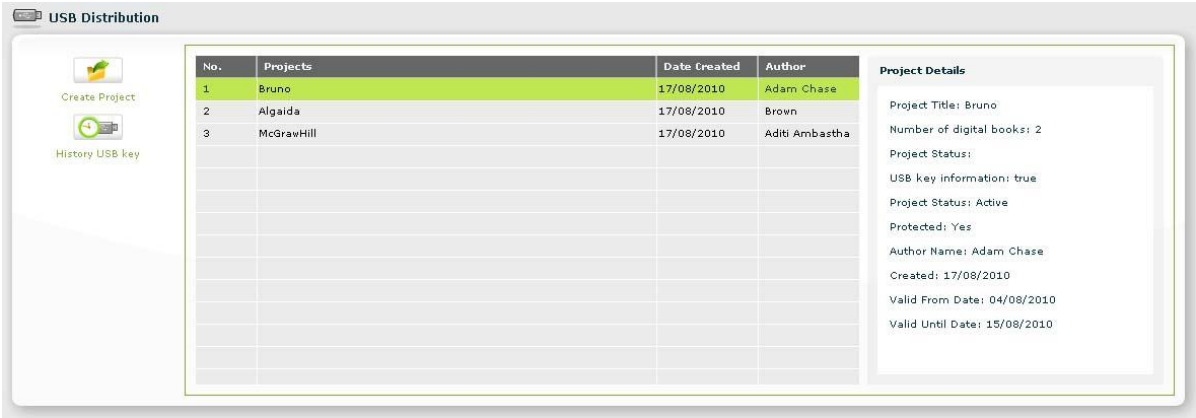


Figure 18: *USB Distribution Home Page*

5.1 USB Project Creation

5.1.1 Create a USB Project

➲ Click on the **CREATE PROJECT** button. You will be auto-directed to the 'Create Project' page.

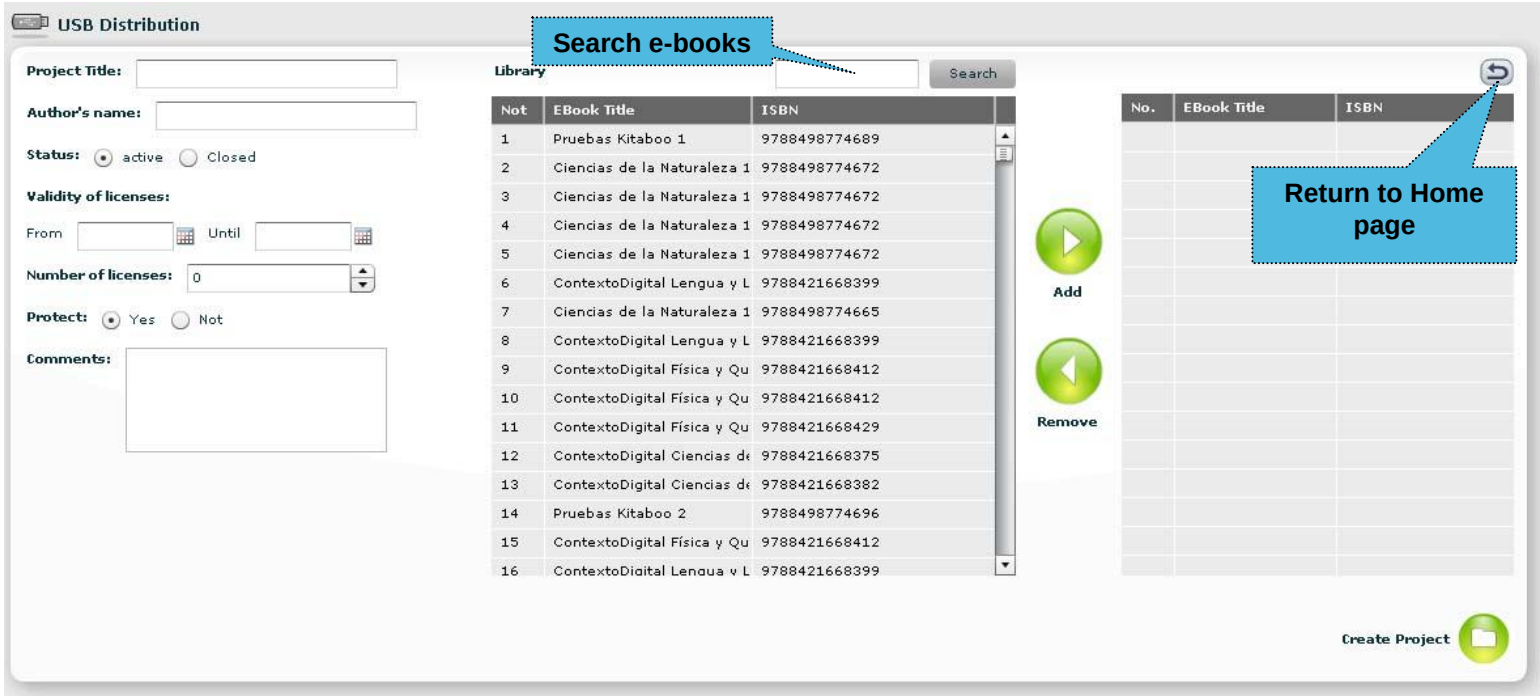


Figure 19: *Create USB Project Page*

- *You can go to the USB Home page by clicking on the **HOME** icon on the Create USB Project Page.*
- *You can search for books within the book library using the live search feature. The results will be displayed in the book library panel.*
- Users of a publishing house should only see their publishing house books in the activated project selection window.

Adding Project Information

First you will need to add the following details to the project –

1. **Project Name**
2. **Author Name**
3. **Status** - Select as '**Active'** or '**Closed'**
4. **License Validity** – Select 'From' and 'To' using date field
5. **No. of license keys** – Enter a number or use the increment and decrement buttons
6. **Project status** – This field is not required here and has to be removed
7. **Protected** – Select Yes (to mark for protected transfer) or No
8. **Comments** – Add any comments here
9.

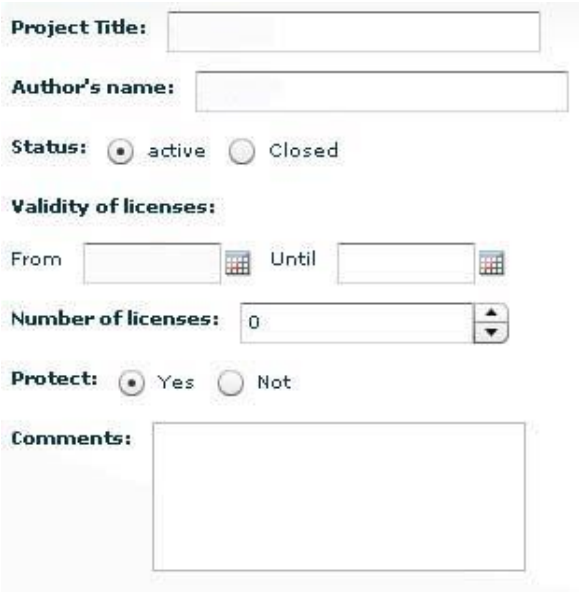


Figure 20: *USB Project Information*

- *The status for project is selected as **ACTIVE** by default. Closed projects will not be available for transfer.*
- *The value for Protected is set to **YES** by default. If you select **No** the projects will not be protected during transfer.*
- *For validity of license, for **'until'** field, if you select a date for prior to the current date, you will get an alert message.*

After completing the information, you will proceed to add books to the project.

Add books to USB project

- Select books from the book library by clicking on the book and then clicking on the **ADD BOOKS** button
- A confirmation pop-up will open. Click on the **CONFIRM** button to confirm adding the book to the project **OR** click the **CANCEL** button to cancel the addition.

Figure 21: *Add Book – Confirmation pop-up*

- *The book confirmation pop-up will only appear while adding books to project. The pop-up displays a thumbnail of the book cover along with book details like Date created, Author of book, ISBN number, Language, Encryption, Course, File Size, Viewer for book, Editorial.*
- *In the book library, a filter will be added to view the last published version of a book. You can also view all books with the same ISBN using the filer.*

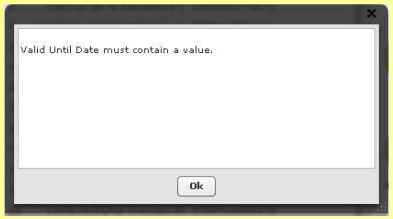
Remove books from USB Project

- Once a book has been added to the Project, it can be removed by clicking on the e-book title in the Project list and then clicking on the **REMOVE BOOKS** button.

Create USB Project

- After providing project information and adding books to the project, click on **CREATE PROJECT** button. A notification message will be displayed stating that your project has been successfully created and you will be auto-directed back to the USB Distribution Home page. The project will be now listed on top in the list of project panel and will be selected by default. The Project Information panel will display the Project details.

*The fields Project Name, Author Name, License Validity, No. of license keys are mandatory fields and cannot be left blank. If you click the **CREATE PROJECT** button without populating all of these fields you will get an alert pop-up.*



5.1.2 USB History

This feature is available on the USB Distribution Home page. After projects have been created, they will be transferred onto the USB. The USB History page maintains a log of successful transfers and the failed transfers.

- Click on the USB HISTORY icon provided on the USB Distribution home page. A 'USB History' pop-up window will open. This pop-up will display all the 'Failed transfers' and 'successful transfers' in a serial order. The list will display the project name, the date and time on which the transfer was done and the serial number of the USB drives to which the projects are transferred.

USB History
S.No
Project
Date Transfered
USB Serial Number
1 Testing_1 Fri May 28 00:00:00... B92F1D2B
2 Testing 3 Fri May 28 00:00:00... B92F1D2B
3 Testing_1 Fri May 28 00:00:00... ABC964A6
4 Testing 3 Fri May 28 00:00:00... ABC964A6
5 Testing 3 Fri May 28 00:00:00... ABC964A6
6 Testing_1 Fri May 28 00:00:00... F824C957
7 Testing 3 Fri May 28 00:00:00... F824C957
8 Testing_1 Fri May 28 00:00:00... ABC964A6
9 Testing 3 Fri May 28 00:00:00... ABC964A6
10 Testing_1 Fri May 28 00:00:00... AEB9A706
11 Fri May 28 00:00:00... AEB9A706
12 esting_1 Fri May 28 00:00:00... F824C957
Legend
Failed Transfer
Close

Figure 22: *USB History Pop-up*

The failed USB transfers will be indicated in a color defined in the legend at the bottom of the pop-up.

5.1.3 View General Project Information

- Click on any project row in the list, the project information will appear in the Project Details panel.

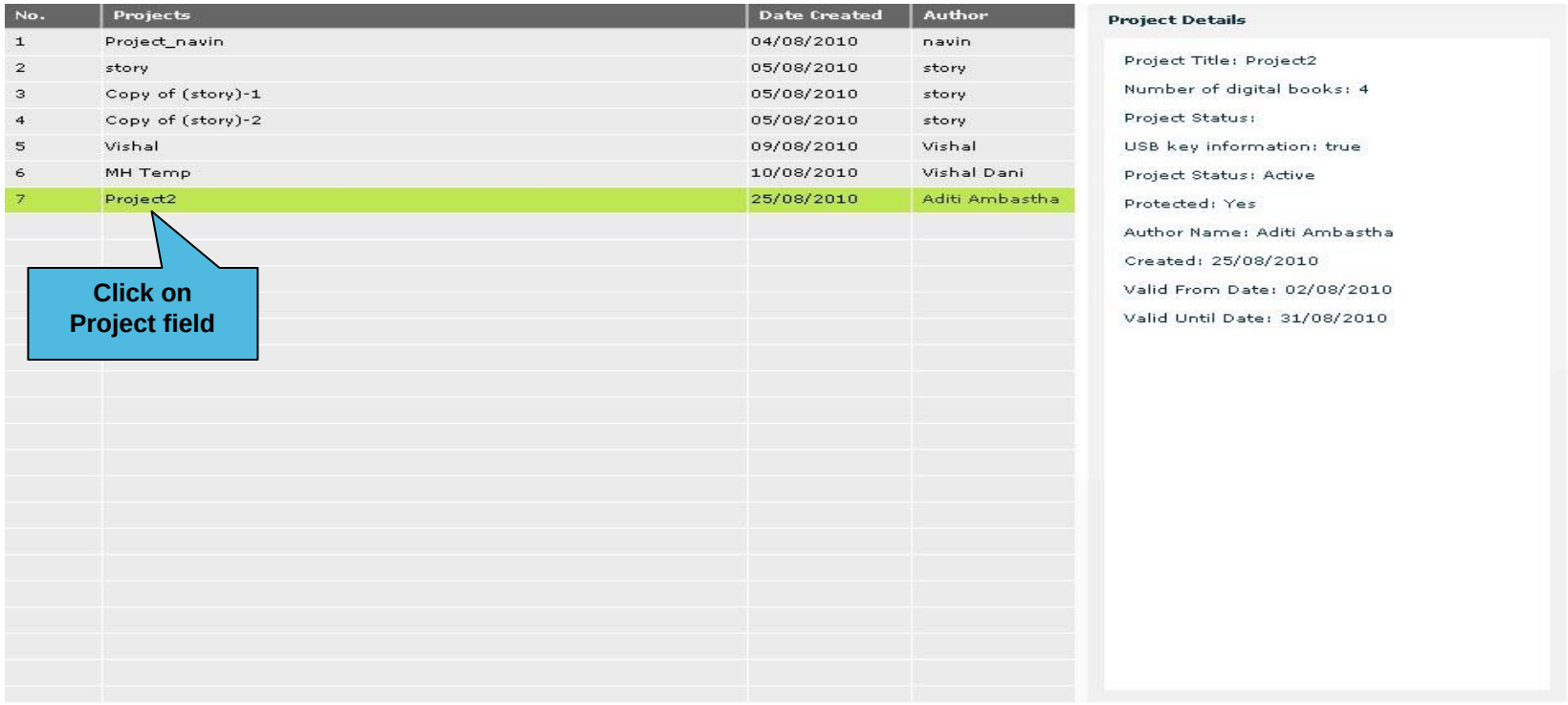


Figure 23: *USB Project Details*

*Clicking on the **Project Title** will take you to the Edit Project page while clicking on the **Project row** in the list will display the Project details.*

5.1.4 View Project Details

- When you hover over any project title in the list, the project name will appear as a link with an underline and the project title will be displayed in a tool tip. Click on the '**Project Title**' to go to the project page and view the project details.

No.	Projects	Date Created	Author
1	Project_navin	04/08/2010	navin
2	story	05/08/2010	story
3	Copy of (story)-1	05/08/2010	story
4	Copy of (story)-2	05/08/2010	story
5	Vishal	09/08/2010	Vishal
6	MH Temp	10/08/2010	Vishal Dani
7	Project2	25/08/2010	Aditi Ambastha

Figure 24: *Edit USB Project*

On the project details page, there will be a column that will display size of each book.

On the project page, you will be able to –

EDIT PROJECT

DUPLICATE PROJECT

DELETE PROJECT

ADD COMMENTS

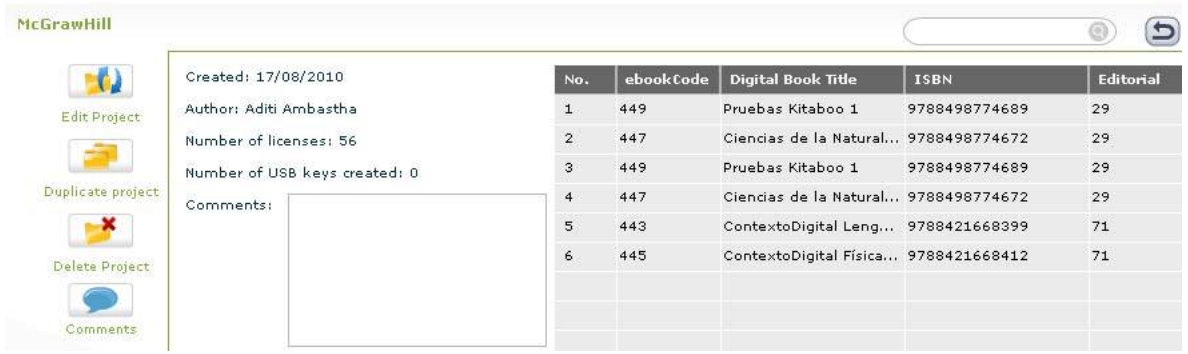


Figure 25: *USB Project Page*

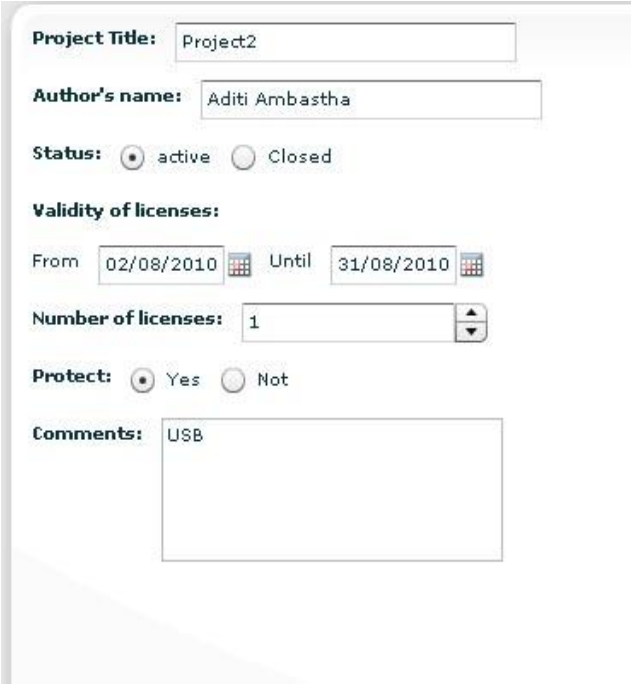
5.1.5 Edit Project

- Click on the **EDIT PROJECT** button on the Project page. You will be auto-directed to the 'Edit Project' Page which will be the same as the 'Create Project' page but the project information would already be populated and the project list will show the list of books that had been added.

Modifying Project Information

You can modify the information in the following fields -

1. **Project Name**
2. **Author Name**
3. **Status** - Select as '**Active'** or '**Closed'**
4. **License Validity** – Select 'From' and 'To' using date field
5. **No. of license keys** – Enter a number or use the increment and decrement buttons
6. **Project status** – This field is not required here and has to be removed
7. **Protected** – Select Yes (to mark for protected transfer) or No
8. **Comments** – Add any comments here



- *If you change the status of the project to close, it will not be available for transfer.*
- *If you change the value of Protected is set to **NO,** the project will not be protected during transfer.*

Edit Books in Project

The project will already have books that have been previously added. You may add more books to the project or delete existing books from the project.

Add books to USB project

- Select books from the book library by clicking on the book and then clicking on the **ADD BOOKS** button
- A confirmation pop-up will open. Click on the **CONFIRM** button to confirm adding the book to the project **OR** click the **CANCEL** button to cancel the addition.

The book confirmation pop-up will only appear while adding books to project. The pop-up displays a thumbnail of the book cover along with book details like Date created, Author of book, ISBN number, Language, Encryption, Course, File Size, Viewer for book, Editorial.

Figure 27: *Add Book – Confirmation pop-up*

Remove books from USB Project

- Once a book has been added to the Project, it can be removed by clicking on the e-book title in the Project list and then clicking on the **REMOVE BOOKS** button.

Update Project

- After modifying the project information and editing the books within the project, click on UPDATE PROJECT button. Your project will be saved and a notification message will be displayed stating that your project has been updated and you will be auto-directed back to the project page.
- You may return to the Home page by clicking on the HOME icon on the project page.

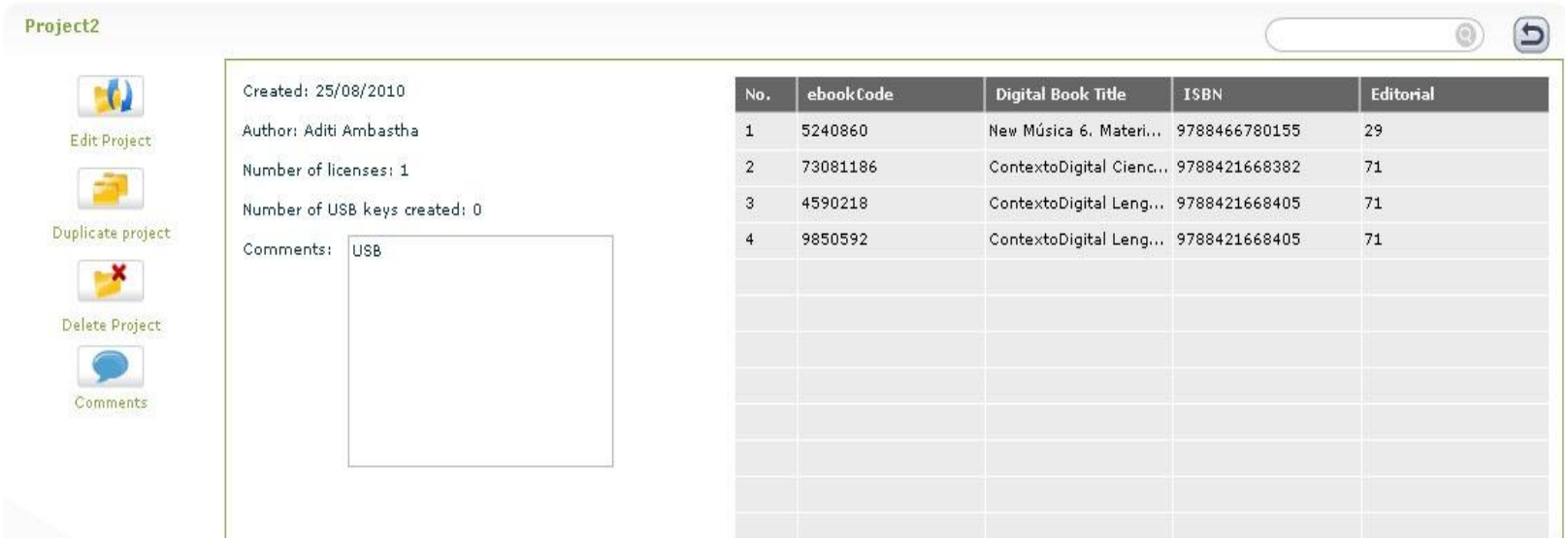


Figure 28: *Project page displaying updated details*

5.1.6 Duplicate Project

This feature is useful when you have similar books to be added for different projects. You will create a project then duplicate it so that a copy of the same is created and then edit the duplicated project to create a new project. The name of the duplicated project will appear in the project list on the USB Distribution Home page.

- Click on **DUPLICATE PROJECT** button on the Project page. The project will be duplicated and a notification message will be displayed stating that a duplicate of the project has been created.
- You may return to the Home page by clicking on the HOME icon on the project page.

*The duplicated project will be named as '**Copy of (original project name) – 1**'. If more copies of the same project are created then for the subsequent copies the number at the end will be incremented to indicate the number of copies created.*

5.1.7 Delete Project

- Click on **DELETE PROJECT** button on the Project page. A confirmation pop-up will appear and prompt you to confirm the delete action. If you click **YES,** the project will be deleted from the Kitaboo application and a notification message will be displayed stating that your project has been successfully deleted. You will be auto-directed to the USB Distribution home page where you will notice that the project name of the project has been removed from the Project list.

5.1.8 Add Comments

- Click on **COMMENTS** button on the Project page. A 'Comments' pop-up will appear with an editable text area.
- Type a comment into the text area and click on the **SEND** button. A notification message will be displayed stating that your comments were updated.
- You may return to the Home page by clicking on the HOME icon on the project page.

Figure 28: *Project page displaying updated details*

If a comment already exists, it will be displayed in the text area else the text area will be empty.

5.2 USB DISTRIBUTOR

The application **USB distributor** is an Adobe AIR desktop application consuming the same web-services as the Kitaboo application but retrieving only the projects to be transferred onto USB. This application is used for transferring the USB projects onto the USB drives.

The transfer of projects to USB can be done using the following 3 options:

1) **Copy**
2) **Protect**
3) **Copy and Protect**

To begin the transfer process, you will launch the USB Distributor exe (Desktop application) and login into the application. Upon login, you will land on the USB Distribution Home page.

The Home page will have access to the following options –

1) **USB Transfer Options**
2) **USB History**
3) **Help**

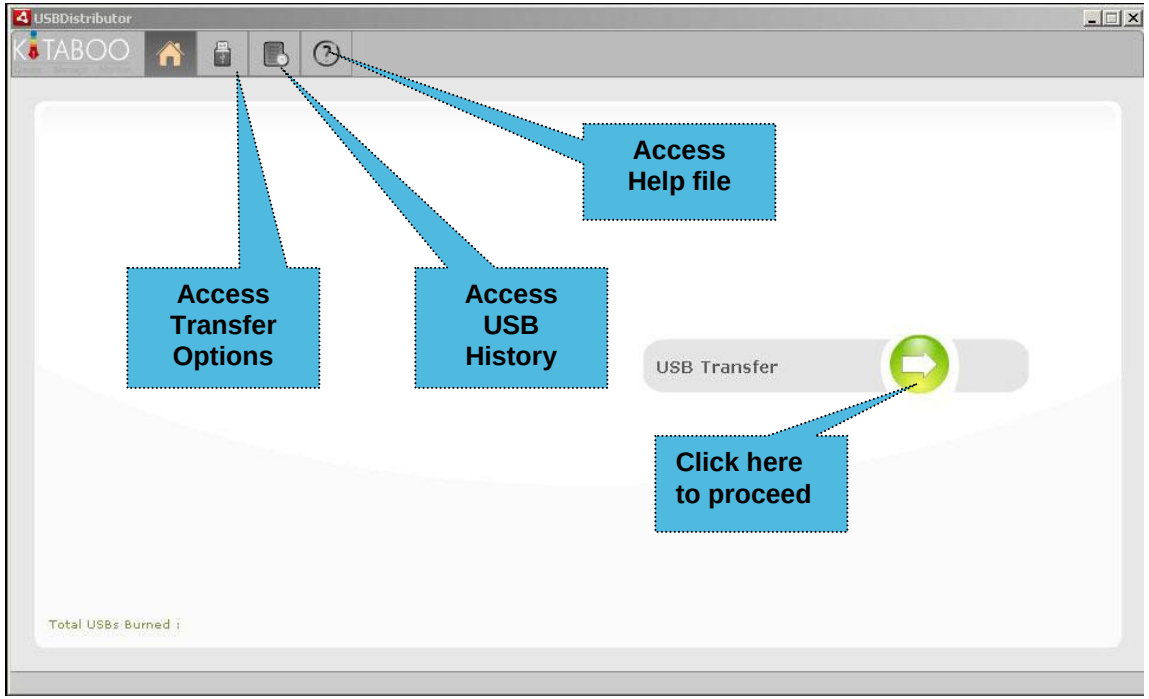


Figure 29: *USB Distributor Home Page*

- You can navigate to the USB Transfer page by clicking on the 'USB Transfer' button provided on the top of Kitaboo interface.
- A 'USB transfer' page will open, which has these options to choose from 'Copy', 'Protect' and 'Copy & Protect' as shown below.
- You may click on HOME icon to return to Home page at any point of time.

5.2.1 Copy/ Protect/ Copy and Protect project to USB drive

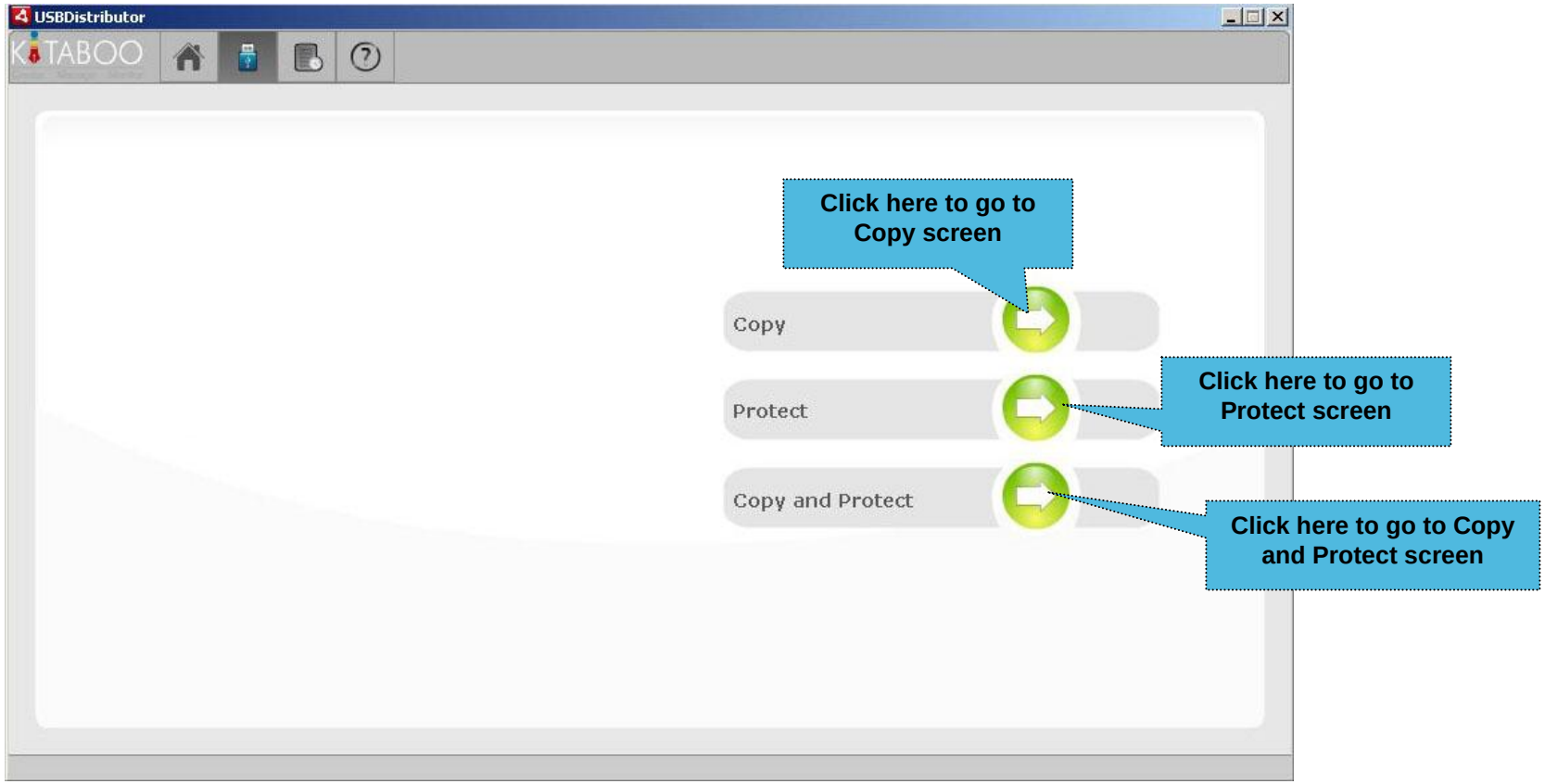


Figure 30: *Transfer Options Page*

Upon making a selection the respective page will open. This page has project library list to select the projects to be transferred.

All the three transfer options – Copy, Protect and Copy and Protect have the same user interface and therefore the workflow for all three options is the same.

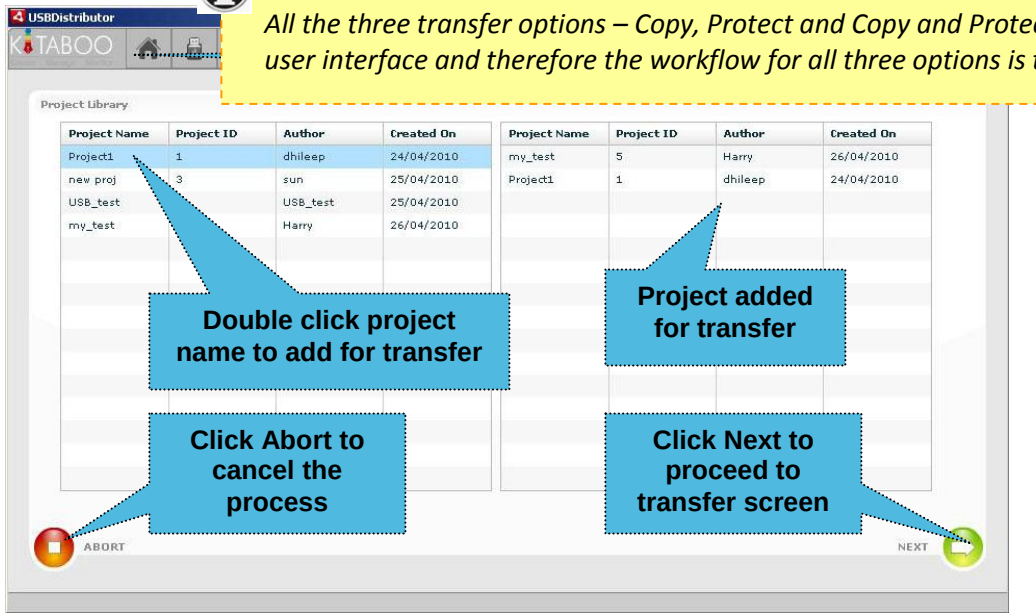


Figure 31: *Transfer Project Library*

- Double click on the project name in the project list to add it to the selected projects list.
- Click on

to proceed to the transfer screen.

OR

- Click on

to cancel the transfer process at any time.

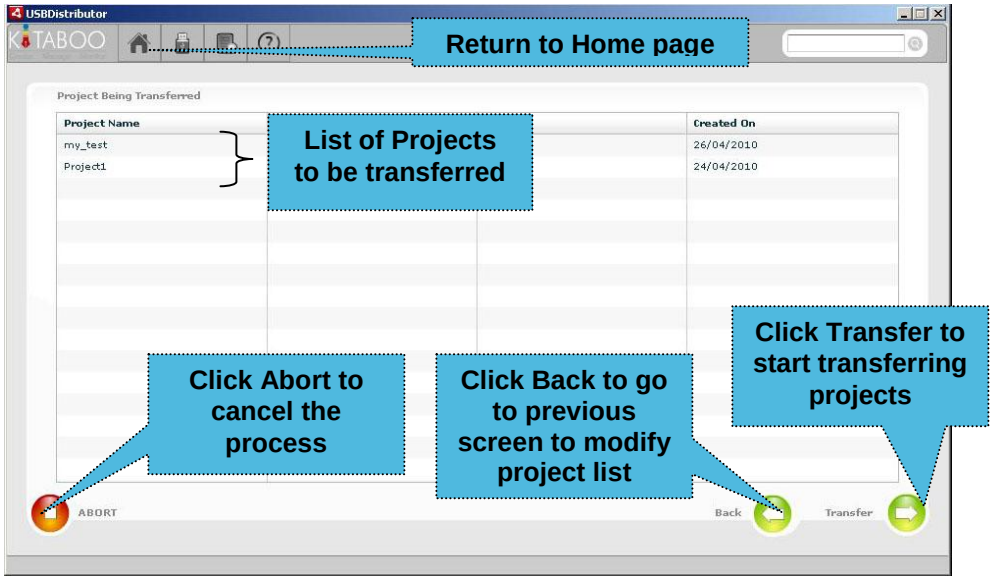


Figure 32: *Confirm Transfer Screen*

- Click on

to proceed with the transfer.

OR

- Click on

to cancel confirmation and return to previous screen.

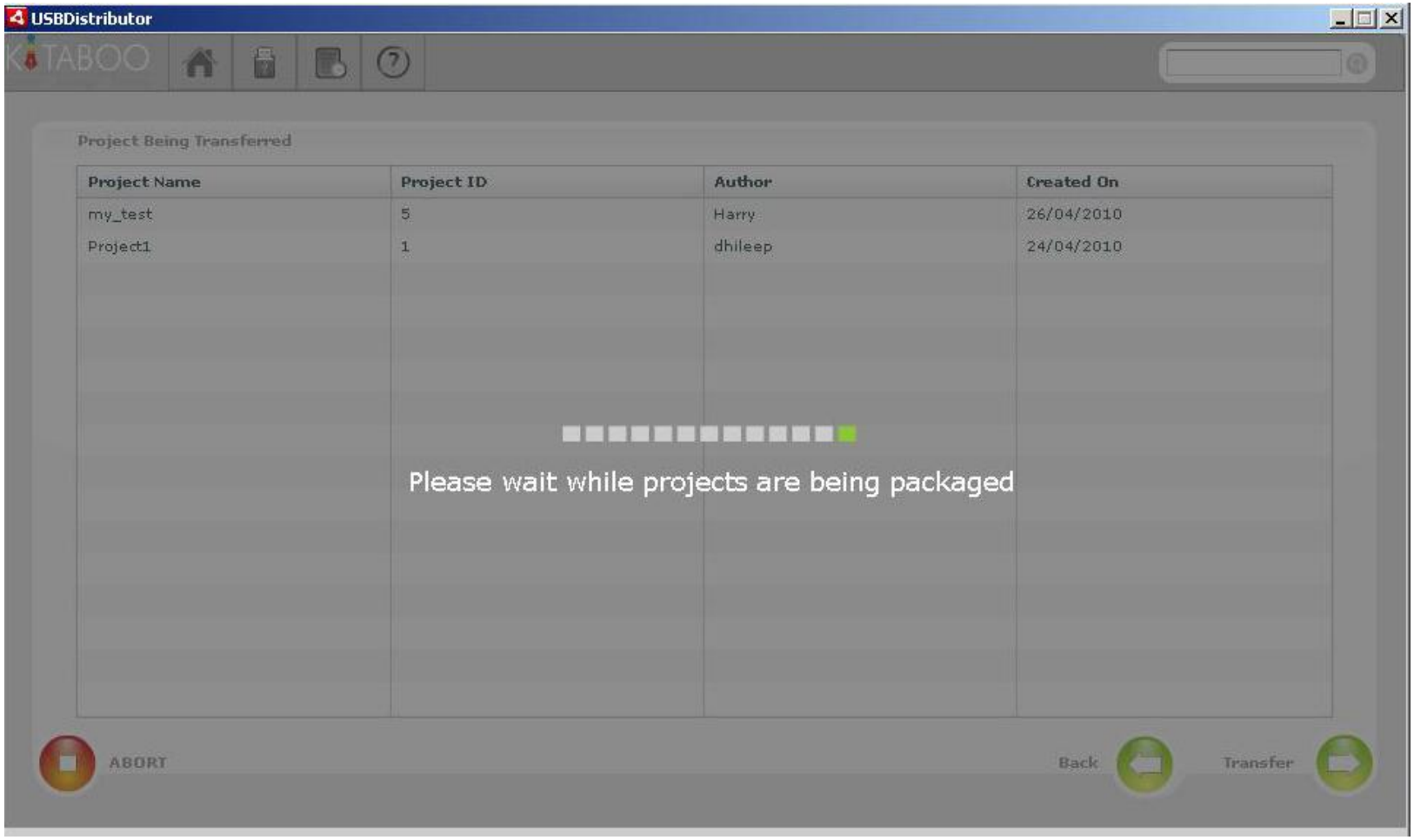
OR

- Click on

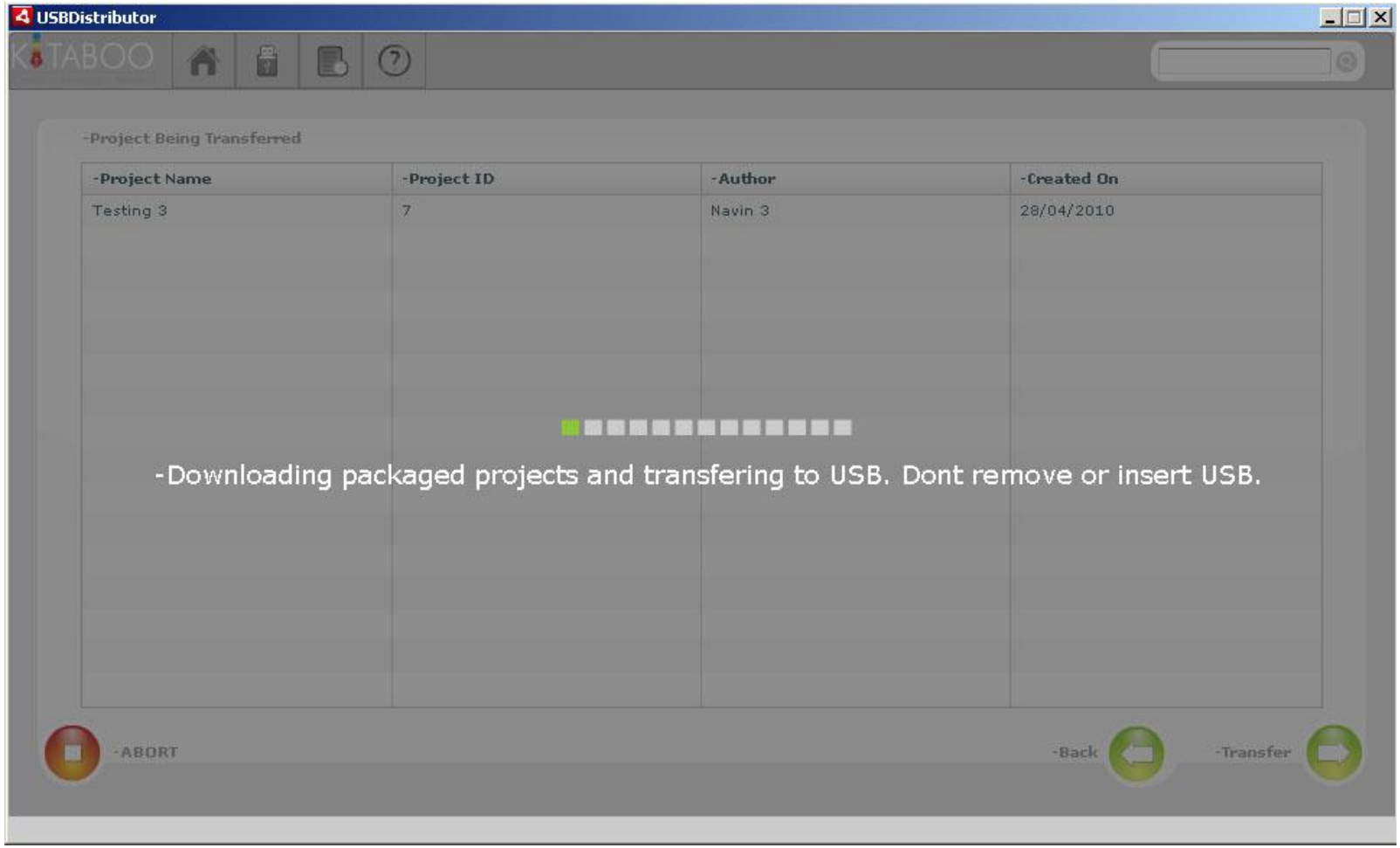
to modify project list.

The status of the project(s) being transferred is shown in the screenshots below:

This message appears when the files are being packaged on the server.



This message appears when the packages are being downloaded from the server and are being transferred to the USB.



This message appears when the packages have been successfully transferred to the USB.

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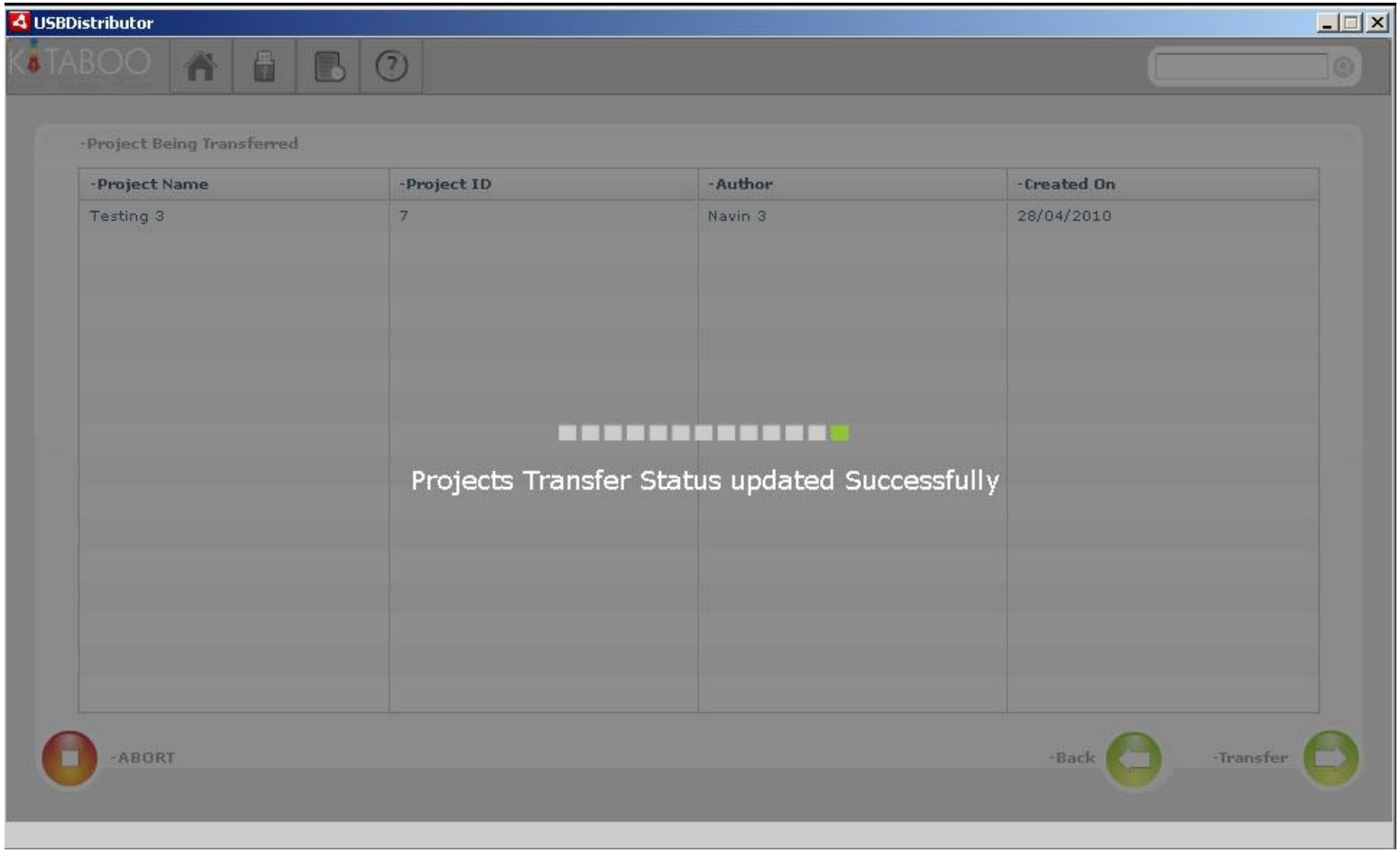
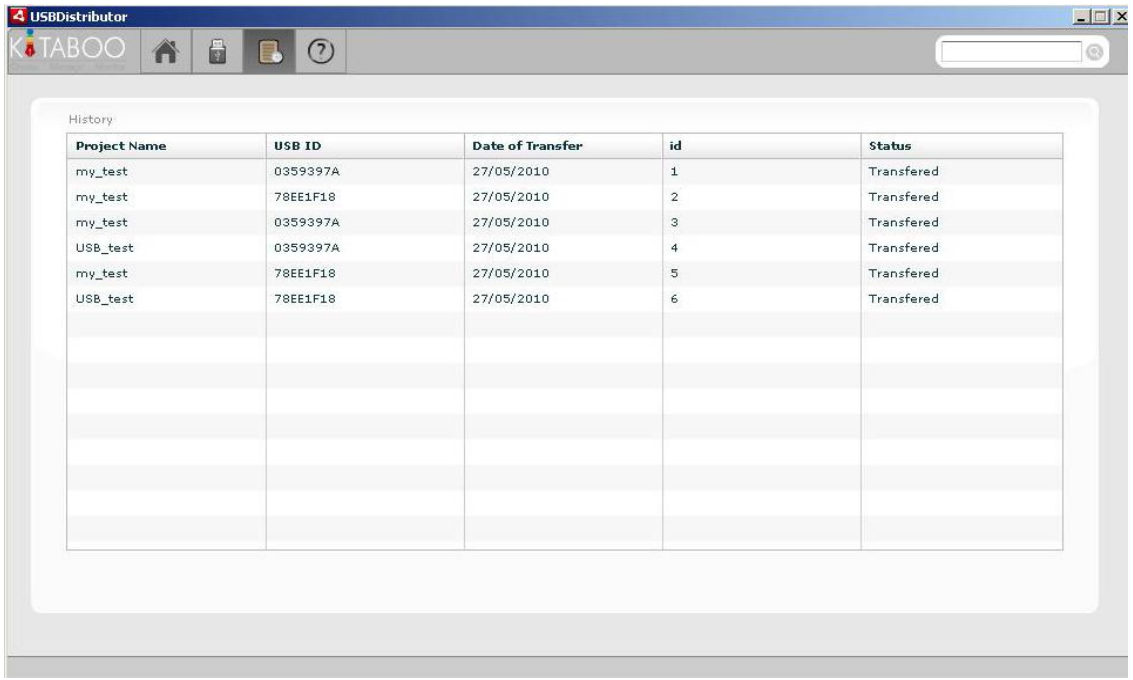


At this stage, the desktop application connects to the server and updates the following information for the projects transferred - Project ID, USB serial number and status (transferred). After the projects are transferred to the USB you are taken to the USB History page as shown below.

View USB Transfer History

This page appears after successful transfer of projects onto USB but can also be accessed at any time by clicking on the USB History button.

➲ Click on the 'USB History' button. The 'USB History' page will open as shown below.


USBDistributor
KITABOO
History
Project Name | USB ID | Date of Transfer | id | Status
my_test | 0359397A | 27/05/2010 | 1 | Transfered
my_test | 78EE1F18 | 27/05/2010 | 2 | Transfered
my_test | 0359397A | 27/05/2010 | 3 | Transfered
USB_test | 0359397A | 27/05/2010 | 4 | Transfered
my_test | 78EE1F18 | 27/05/2010 | 5 | Transfered
USB_test | 78EE1F18 | 27/05/2010 | 6 | Transfered

a. ***Copy*** *(without protection)*

In this case, the e-books will only be copied to the USB drive without any encryption and this may be required for non Kitaboo e-books. These books can be viewed in the associated viewers without protecting only if you have selected the ***'Protected'*** *property of the project as 'No' while creating the project in the online application.*

b. ***Protect***

In this case, the e-books will already be there in the USB and only the license (encryption) key will be copied on to the USB.

c. ***Copy and Protect***

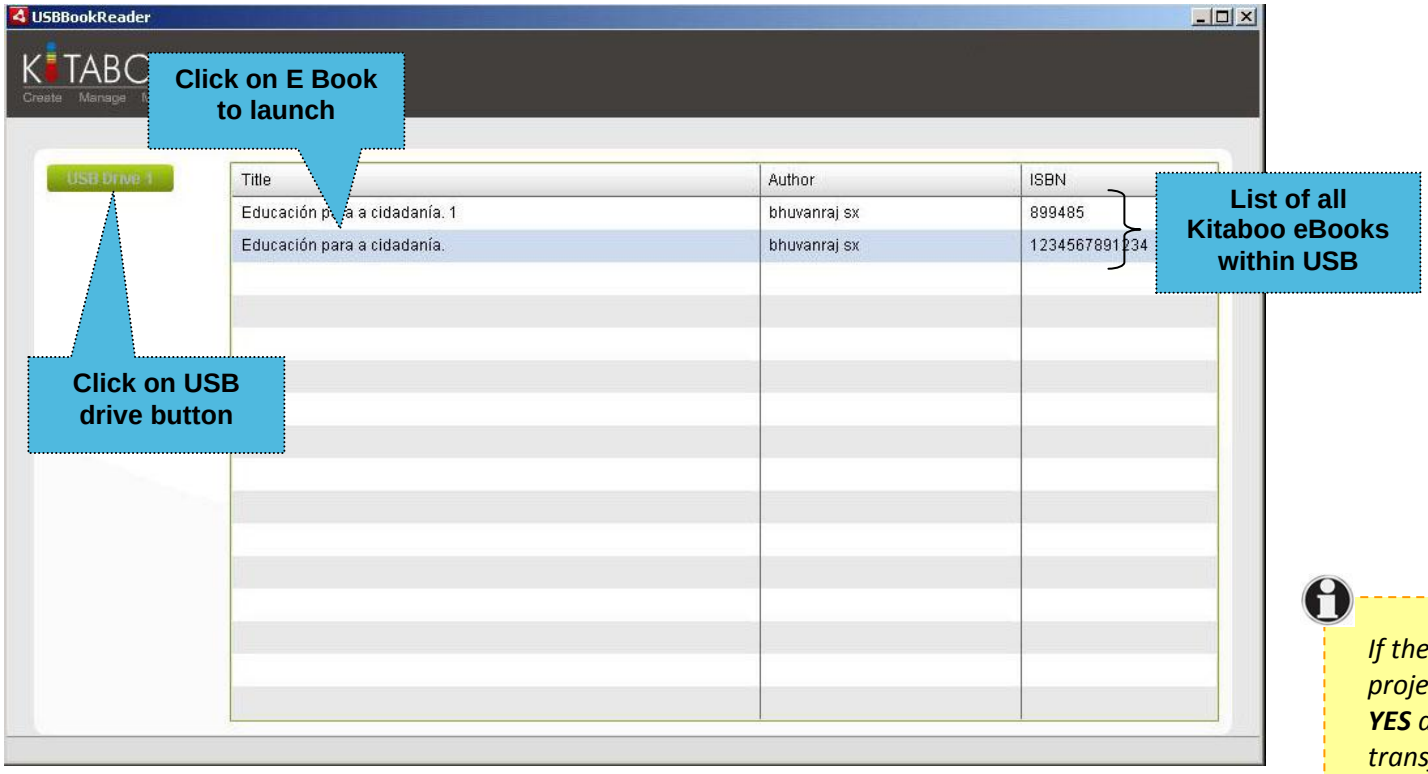
In this case, the Kitaboo e-books will be retrieved from the digital warehouse and copied on to the USB drive with encryption.

USB transfer and protection will work for ***Windows*** *and* ***Linux*** *platforms. Mass distribution will be done using Cambrionix device.*

5.3 USB READER

This is a run-time application which will be need to be installed on your system once. This application will be launched each time you connect the USB to the USB drive. This application will read all the Kitaboo e-books from the connected USB drive and allow you to launch the e-book in the associated e-book viewer.

- Click on the USB drive button to view all the e-books in it.
- Select an e-book from the list to launch it. The book will be launched in the associated viewer.

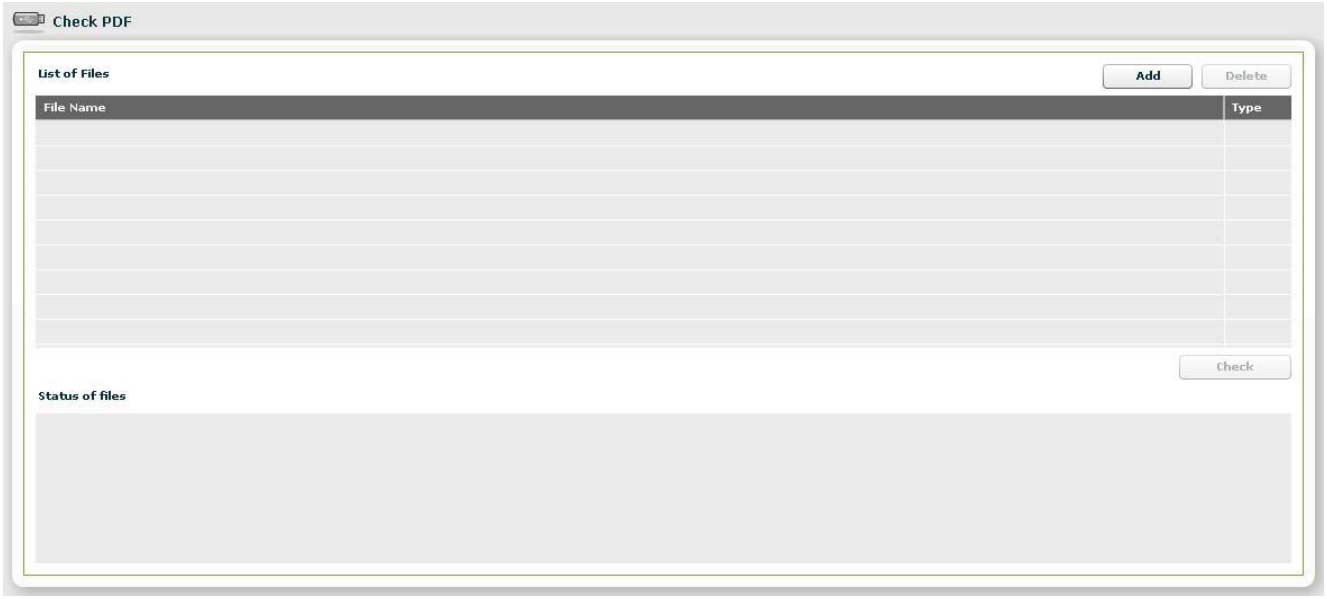


*If the **PROTECTED** property of the project during creation is set to **YES** and the project has been transferred using the **COPY** option, the e-books will not be read-able.*

6. CHECK PDF

In this section, you will be able to upload PDF files and convert them. This will enable you to check for any inconsistencies or errors within before you start your book creation process.

- Click on the Check PDF tab to access the Check PDF page. When the page is loaded you get the following notification message – "In this section, you can check the compatibility of the PDF files with Kitaboo."



*The maximum file size limit for uploading PDFs in this section is **100 MB**.*

- Click on **ADD** button to add files to the '**List of Files'** panel. Once the files are added, the **CHECK** button becomes active.
- Click on **CHECK** button, the files will be uploaded and converted and the status of each file will be shown in the '**Status**' column within the panel wherein the successful conversions will be indicated by a green check mark and the failed ones with a redcross mark. Next to the '**Status**' of files, there will be a **DETAILS** button.

- User will click on the **DETAILS** button next to a file name in the status section to view the details of the PDF.

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